

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Rate Review Request

I hope this letter finds you well. I am writing to formally request a review of my current rate associated with [specific service/product name or account number], which has been in effect since [start date].

As of our latest agreement, the rate has been [current rate], which I believe may not reflect the current market situation, my account activity, or the value received from your services. [Insert a brief explanation or justification for the rate review request, including any relevant data, comparisons, or personal circumstances.]

I would appreciate it if we could schedule a time to discuss this matter further or consider a review of the existing pricing structure.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]