

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding a reduction of the reinstatement fee for my [account/membership] due to [brief reason for request, e.g., financial hardship, unforeseen circumstances].

As I mentioned in my earlier correspondence dated [date of previous correspondence], I believe that a reduction in the reinstatement fee would allow me to continue my relationship with [Company/Organization Name] and would be mutually beneficial.

I appreciate your attention to this matter and would be grateful for any updates you can provide regarding my request. Thank you for considering my situation, and I look forward to your prompt response.

Sincerely,

[Your Name]