

Request for Service Fee Adjustment

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the service fees associated with [specific service or contract] provided by [Company's Name].

Due to [reason for adjustment, e.g., changes in market conditions, increased service usage, etc.], I believe an adjustment is warranted. I would appreciate it if you could consider revising the fees to better reflect [specific expectations or proposals].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]