

Request for Fee Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review of the fees associated with [specific service or program] for the following reasons:

[Briefly explain your reasons for the request, such as financial hardship, changes in circumstances, or comparison with similar services.]

I appreciate the value of the services provided and understand there are costs involved; however, I kindly ask for your consideration in reviewing my case. I believe that a reassessment of the fees may lead to a more manageable financial situation for myself.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]