

Rate Structure Amendment Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request an amendment to the current rate structure applied to our commercial accounts at [Your Company Name]. We have noticed significant changes in our operational costs and market conditions that warrant a review of our existing rate agreement.

Specifically, our request is based on [briefly outline reasons such as increased operational costs, changed market conditions, etc.]. We believe that an adjustment in the rate structure would better reflect the current economic environment and help us maintain our service levels.

We would appreciate the opportunity to discuss this request further. Please let us know a convenient time for you to meet or if you require any additional information to consider this amendment.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]