

# Rate Structure Amendment Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Institution: [Recipient Institution]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing on behalf of [Your Institution Name] to formally request an amendment to our current rate structure. As we strive to enhance our educational offerings and support the diverse needs of our student body, we believe that a revised rate structure would be advantageous.

Our proposal includes the following changes:

- Adjustment of [specific rate/fee] to [new proposed rate]
- Introduction of [new fee category] to support [reason]
- Elimination of [existing fee] due to [reason]

We firmly believe that these changes will not only support our institution's goals but also align with the interests of our students and the wider community.

We appreciate your consideration of this request and look forward to your favorable response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further discussion.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

[Your Institution Address]