

Request for Rate Structure Amendment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the current rate structure of our low-income assistance programs. As you are aware, [briefly explain the context or need for the amendment].

The proposed changes aim to [explain the specific changes desired and their expected impact]. We believe that these adjustments will significantly enhance the support provided to our low-income community members, ensuring they have access to essential services.

We appreciate your attention to this matter and look forward to working collaboratively to implement these necessary changes. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or to discuss this request in detail.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]