

Request for Rate Structure Amendment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization Name]
[Organization Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization Name]
[Organization Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. As a committed non-profit organization dedicated to [briefly describe your mission], we are reaching out to request an amendment to the current rate structure that applies to our organization.

Due to [brief explanation of the circumstances necessitating this request], the existing rate structure presents challenges that hinder our ability to provide essential services to our community. We believe that modifying the rate structure would enable us to [describe potential benefits of the amendment].

We kindly ask for your consideration in reviewing our request for an amendment. We are open to discussing this matter further and providing any additional information you might require. We appreciate your attention to this important issue and look forward to your positive response.

Thank you for your time and support.

Sincerely,

[Your Name]
[Your Position]
[Your Organization Name]