

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a confirmation regarding the adjustment of the fixed rate associated with [specific details of the fixed rate, e.g., loan number, contract details, etc.].

As per our previous discussions, I understand that the rate adjustment is due on [mention the due date or relevant timeline]. I would appreciate it if you could confirm the adjusted rate and any additional terms associated with this change.

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

Sincerely,

[Your Name]

[Your Contact Number]