

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

[Recipient's Name]
[Recipient's Position]
[Company/Bank's Name]
[Company/Bank's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a transition from my current variable rate plan to a fixed rate plan for my [account/loan/mortgage] with [Company/Bank's Name]. I believe that switching to a fixed rate will provide me with greater financial stability and predictability in my monthly payments.

Given the recent fluctuations in interest rates, I feel that a fixed rate would be beneficial for my financial situation. I would appreciate your guidance on the steps I need to take to initiate this process, as well as any documentation that you may require from my side.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]