

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification of the fee associated with [specific service or product] due to [reason for the request, e.g., financial hardship, changes in circumstances, etc.].

Despite my best efforts to meet the existing fee, I find myself in a situation where I am unable to do so. I have been a [customer, client, etc.] of [Company/Organization Name] since [year], and I have always appreciated your support and understanding.

I kindly ask you to review my case and consider [proposed fee modification or alternative solution]. This would greatly assist me in continuing my relationship with your esteemed organization.

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

Sincerely,

[Your Name]