

# Request for Discount on Service Fees

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company 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 discount on the service fees associated with [specific service or project name]. As a valued customer, I have greatly appreciated the quality of service provided by [Company Name], and I am looking forward to continuing our partnership.

However, due to [briefly explain reason, e.g., budget constraints, long-term loyalty, etc.], I kindly request a discount on the fees for the upcoming [mention specific service or time period]. I believe that a reduction in the fees would enable me to maintain our ongoing relationship while also ensuring the service remains accessible.

Thank you for considering my request. I truly appreciate your support and look forward to your positive response. Please feel free to contact me via [your preferred contact method] if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company, if applicable]