

# Request for Reduction of Service Fee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reduction in my service fees. Due to [briefly explain your reason, e.g., financial hardship, budget constraints, etc.], I am finding it increasingly difficult to meet the current fee structure.

As a loyal customer, I value the services provided by [Company/Organization Name], and I am committed to maintaining our relationship. I kindly ask you to consider my request and discuss any possible options for a reduced fee or alternative arrangements that may be available.

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

Sincerely,

[Your Name]