

Request for Decreased Service Expenses

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

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the service fees associated with [specific services] provided by your company. Due to [reason for soliciting decreased expenses, e.g., budget constraints, economic conditions], we are seeking a reduction in our service expenses.

We have appreciated the quality of your services and the professional relationship we have built. In light of the current circumstances, I would like to propose a review of our existing agreement to explore options for adjusting the costs to better align with our budgetary needs.

I am confident that we can come to a mutually beneficial agreement. I would appreciate the opportunity to discuss this further at your earliest convenience. Thank you for considering our request, and I look forward to your prompt response.

Best regards,
Your Name
Your Title
Your Company Name