

# Subscription Fee Reduction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reduction of the subscription fee for my account with [Company Name], account number [Your Account Number]. Due to [brief explanation of your situation, e.g., financial difficulties or changes in personal circumstances], I am finding it increasingly challenging to maintain my current subscription level.

I have greatly appreciated the services provided by [Company Name] and would like to continue my subscription. If possible, I would like to discuss options for a reduced fee or any available plans that could better suit my current financial situation.

Thank you for considering my request. I hope to hear from you soon so we can discuss this matter further.

Sincerely,

[Your Name]