

# Letter of Appeal for Annual Service Fee Reduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 reduction in the annual service fee associated with my account [#Account Number/ID]. Due to [brief explanation of circumstances, e.g., financial difficulties, change in employment, etc.], I am seeking your support in adjusting this fee to help accommodate my current situation.

Over the past year, I have greatly appreciated the services provided by [Company/Organization Name] and remain committed to continuing my association with you. I believe a reduction in the service fee would be mutually beneficial, allowing me to maintain my membership while ensuring the sustainability of our relationship.

I kindly request that you consider my appeal and look forward to any options you may have that could assist me during this time.

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]