

# Seasonal Utility Rate Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally request a modification to my seasonal utility rates for my account, [Your Account Number]. Due to [briefly explain the reason, e.g., changes in my usage patterns, seasonal impact, financial hardship], I believe that a review of my current rate structure is warranted.

After reviewing my past utility usage and current financial situation, I request you consider adjusting my rates to better reflect my seasonal consumption. I understand that this request may involve an evaluation of my account, and I am more than willing to provide any additional information needed to facilitate your review.

Thank you for considering my request. I look forward to your prompt response, and I appreciate your assistance in this matter.

Sincerely,

[Your Name]

[Your Account Number]