

Request for Water Service Rate Reduction

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Water Department
Company Name
Company Address
City, State, Zip Code

Dear [Water Department Manager's Name],

I am writing to formally request a reduction in my water service rates due to [provide a brief explanation of your circumstances, e.g., financial hardship, changes in household size, etc.].

My account number is [Your Account Number]. I have been a loyal customer for [number of years] and greatly appreciate the water services provided. However, due to [specific reasons], maintaining the current rate has become a significant challenge for my household.

I kindly ask that you consider my request for a reduction in my water service rates. I believe this adjustment will help alleviate some of the financial burden I am currently facing.

Thank you for considering my request. I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,
[Your Name]