

Corporate Rate Adjustment Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally propose an adjustment to the corporate rates provided to [Recipient's Company Name]. Due to [reason for adjustment, e.g., changes in market conditions, increased service costs], we believe it is necessary to revise our current agreement.

Effective [Effective Date], the following adjustments will be made:

- Previous Rate: [Previous Rate]
- New Rate: [New Rate]
- Effective Period: [Duration of the new rate]

We value our partnership with [Recipient's Company Name] and are committed to providing the best possible service. If you have any questions or would like to discuss this adjustment further, please feel free to reach out to us at [Your Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]