

Manual Rate Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company 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 manual rate change for the terms of our contract, numbered [Insert Contract Number], which was signed on [Insert Contract Date].

Due to [briefly explain the reason for the rate change request], I believe it is necessary to revisit the current rates outlined in our agreement. I would appreciate your consideration in adjusting the rates to [propose new rates or terms].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]