

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Broker Name]  
[Brokerage Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Commission Rate Adjustment for Account [Account Number]**

Dear [Broker Name],

I am writing to formally request a review and adjustment of the commission rates currently applied to my account. Based on my recent trading volume and the current market standards, I am seeking a reduction in the existing rates.

Effective [Date], I propose the following adjusted schedule:

- Current Rate: [Current Rate/Percentage]
- Proposed Rate: [Proposed Rate/Percentage]

I value our professional relationship and my history with [Brokerage Firm Name]. However, to remain competitive with other service providers, I believe this adjustment is necessary. I would like this new rate to apply to all transactions moving forward.

Please confirm in writing once this adjustment has been approved and updated in your system. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]