

Dear [Customer's Name],

Thank you for reaching out to us. We have received your request to adjust your subscription.

Here are the details of your adjusted subscription:

- **Subscription Plan:** [New Plan Name]
- **Billing Cycle:** [Monthly/Yearly]
- **Next Billing Date:** [Next Billing Date]

If you have any further questions or need additional assistance, please feel free to reply to this email.

Thank you for being a valued member!

Best regards,  
[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]