

Official Notice of Subscription Downgrade

Date: [Insert Date]

To: [Subscriber Name]

Address: [Subscriber Address]

Dear [Subscriber Name],

We are writing to officially inform you of the downgrade of your subscription plan from [Current Plan Name] to [New Plan Name]. This change will take effect on [Effective Date].

We understand that circumstances may change, and we are committed to providing you with the best service possible. If you would like to discuss this change or explore other options, please do not hesitate to contact our support team.

Thank you for being a valued subscriber. We appreciate your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]