

Subscription Adjustment Confirmation

Date: [Insert Date]

Dear [Subscriber's Name],

We are writing to confirm the adjustment made to your subscription account with [Company Name]. The details of the adjustment are as follows:

- **Subscription Plan:** [New Subscription Plan]
- **Effective Date:** [Effective Date]
- **Billing Amount:** [New Billing Amount]
- **Billing Cycle:** [New Billing Cycle]

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued subscriber.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]