

# Subscription Downgrade Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to formally request a downgrade of my current subscription plan to the basic package.

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

I would like to request this change effective from [desired date of change]. Please confirm the downgrade and any changes to my billing.

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

Sincerely,

[Your Name]