

Subscription Downgrade Request

Date: [Insert Date]

To: [Service Provider's Name]

Email: [Service Provider's Email]

Dear [Service Provider's Customer Service Team],

I hope this message finds you well. I am writing to formally request a downgrade of my subscription plan for the online service.

My account details are as follows:

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

I would like to switch to the [Desired Plan] effective [Desired Date]. This decision is due to [brief reason for downgrade, e.g., budget constraints, lack of usage, etc.].

Thank you for your attention to this matter. Please confirm the downgrade and any necessary subsequent steps at your earliest convenience.

Best regards,

[Your Name]

[Your Contact Information]