

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I hope this message finds you well. I am writing to formally request a downgrade of my current yearly subscription for [Service/Product Name]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Due to [brief reason for downgrade, e.g., personal financial changes, usage needs], I would like to transition to the [Specify Downgrade Plan/Subscription Level] effective [Desired Downgrade Date].

Please confirm the details of this downgrade and let me know if there are any further actions I need to take on my part. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]