

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your subscription tier for [Service/Product Name].

Effective [Effective Date], your subscription will be upgraded/downgraded from [Current Tier] to [New Tier]. This change will [briefly explain the reason, e.g., enhance your experience, better fit your needs, etc.].

Your new subscription details are as follows:

- **New Tier:** [New Tier]
- **Monthly Fee:** [New Fee]
- **Features:** [List key features of the new tier]

If you have any questions regarding this adjustment or wish to revert your subscription, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for being a valued member of the [Company Name] community!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]