

John Doe

123 Main Street

City, State, ZIP Code

Email: johndoe@email.com

Date: [Insert Date]

[Cable Service Provider]

Customer Service Department

Provider Address

City, State, ZIP Code

Subject: Request for Viewing Plan Adjustments

Dear [Customer Service Representative's Name],

I hope this message finds you well. I am writing to request adjustments to my current viewing plan under account number [Your Account Number].

Due to [brief explanation of reason for adjustment, e.g., changes in viewing preferences, budget considerations, etc.], I would like to explore the following options:

- [Option 1: Specify the change you want]
- [Option 2: Specify another potential change]
- [Option 3: Additional changes if applicable]

Thank you for your assistance with my request. Please let me know how to proceed or if further information is needed.

Sincerely,

John Doe

[Your Phone Number]