

Request for Service Downgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service],

I am writing to formally request a downgrade of my current service plan with account number [Your Account Number].

After careful consideration, I have concluded that a lower-tier plan would better suit my current needs and budget. I would like to downgrade to the [Desired Plan Name] effective [Desired Effective Date].

Please let me know if there are any forms or procedures I need to complete to facilitate this downgrade. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]