

Service Downgrade Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your current subscription plan for [Service Name] will be downgraded from [Current Plan] to [New Plan] effective [Date].

This change is being made due to [reason for downgrade, e.g., "a lack of usage" or "our updated service offerings"]. We want to ensure that you are receiving a plan that best matches your needs.

If you have any questions or concerns regarding this change, please feel free to reach out to our support team at [Support Contact Information].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]