

Membership Plan Reduction Notification

Date: [Insert Date]

Dear [Member's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to your current membership plan.

After careful consideration, we have decided to reduce the monthly fee of your membership plan from [Old Amount] to [New Amount]. This change will be effective starting [Effective Date].

We appreciate your ongoing support and commitment to [Organization/Company Name]. Please feel free to reach out to us at [Contact Information] if you have any questions or require further assistance.

Thank you for being a valued member of our community.

Sincerely,

[Your Name]

[Your Position]

[Organization/Company Name]