

Service Level Downgrade Notification

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of a change to your service level that will take effect on [Effective Date]. After a thorough review of our current service offerings and your account usage, we have decided to downgrade your service level from [Current Service Level] to [New Service Level].

This decision was made in line with our ongoing efforts to optimize our resources and provide our customers with the best possible value. We understand that changes to service levels can be concerning, and we assure you that this new service level still encompasses a range of our core features and supports your essential needs.

Attached you will find a summary of the changes and answers to frequently asked questions regarding this downgrade. Our team is here to ensure a smooth transition, and if you have any questions or require further assistance, please do not hesitate to reach out.

We appreciate your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]