

Service Plan Downgrade Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about the downgrade of your current service plan.

Your existing service plan, [Current Plan Name], will be downgraded to [New Plan Name] effective [Effective Date]. This change has been initiated at your request, and we want to ensure that you are aware of the benefits and features included in your new plan:

- [Feature 1]
- [Feature 2]
- [Feature 3]

Please note that your monthly billing will adjust accordingly, and you will start to see this reflected in your next billing cycle. Should you have any questions or concerns regarding this change, feel free to contact our customer support team at [Customer Support Number] or [Customer Support Email].

Thank you for being a valued customer. We appreciate your loyalty and look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]