

Notice of Service Downgrade

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your current service plan will be downgraded effective [Insert Date]. This decision is based on [reason for downgrade, e.g., "your request for a more economical option" or "changes in your usage patterns"].

Your new service plan will include the following features:

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

If you have any questions or concerns regarding this change, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]