

# Service Downgrade Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a downgrade of our current service agreement due to [reasons for downgrade, e.g., budget constraints, changes in business needs, etc.].

After evaluating our current service level and the changing requirements of our organization, we believe that transitioning to a lower tier would better align with our operational goals. Our proposal includes the following adjustments:

- Current Plan: [Current Service Plan]
- Proposed Plan: [New Service Plan]
- Effective Date of Change: [Insert Date]
- Anticipated Savings: [Insert Amount]

We value our relationship and appreciate the services provided thus far. We believe that this proposed adjustment will help us sustain a productive partnership while meeting our operational needs more effectively.

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for you to meet or if you prefer to discuss it over a call.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]