

[Your Name/Authorized Signatory Name]

[Business Name]

[Current Commercial Account Number]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request to Downgrade Commercial Account to Small Business Account

Dear [Bank Contact Name or Account Manager],

I am writing to formally request a downgrade of our current Commercial Banking Account to a Small Business Account, effective [Desired Date].

Due to changes in our current transaction volume and business requirements, we believe a Small Business Account better aligns with our needs and will help us manage our banking costs more effectively.

Please let us know if there are specific forms required to finalize this transition or if we need to schedule a meeting to sign new account agreements. We wish to keep our existing account history and, if possible, the same account number to avoid disruption to our payments.

Thank you for your assistance with this matter. We look forward to your confirmation regarding the next steps.

Sincerely,

[Signature]

[Printed Name]

[Job Title/Position]