

[Company Letterhead]

[Date]

[Relationship Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Corporate Banking Account Downgrade - Account No: [Account Number]

Dear [Relationship Manager Name or Bank Representative],

I am writing on behalf of [Your Company Name] to formally request a downgrade of our current corporate banking account from the [Current Account Type, e.g., Platinum Business Suite] to the [Target Account Type, e.g., Basic Business Checking].

After reviewing our recent transaction volumes and banking requirements, we have determined that the features of our current premium account no longer align with our operational needs. We wish to move to an account structure with lower monthly maintenance fees that better suits our current activity levels.

Please proceed with the following actions:

- Downgrade account number [Account Number] effective from [Effective Date].
- Ensure all existing standing orders, direct debits, and linked corporate cards remain active during this transition.
- Confirm any changes in the fee schedule or minimum balance requirements associated with the new account type.

Please let us know if there are specific forms or additional documentation required to finalize this request. We appreciate your assistance in ensuring a smooth transition.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Full Name]

[Job Title/Designation]

[Company Name]