

[Your Name / Business Owner Name]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Merchant Services Company Name]
[Account Manager Name or Department]
[Company Address]
[City, State, Zip Code]

RE: Request for Account Downgrade - Merchant ID: [Your Merchant ID Number]

To Whom It May Concern,

I am writing to formally request a downgrade of my current merchant services account associated with the Merchant ID mentioned above.

Currently, my business is enrolled in the [Name of Current High-Tier Plan] plan. Due to [brief reason: e.g., changes in processing volume / shift in business model], we no longer require the features provided by this tier. I would like to transition our account to the [Name of Target Lower-Tier Plan] plan, effective [Date].

Please process this change and confirm the following in writing:

- The new monthly subscription or maintenance fees.
- The updated transaction processing rates (Interchange, Flat, or Tiered rates).
- The date the changes will take effect.

I understand that certain premium features may be disabled upon this downgrade. Please let me know if there are any specific forms I need to sign or additional steps required to finalize this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]