

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

To,
[Customer Service Department / Account Manager Name]
[Company Name]
[Company Address]

Subject: Request to Downgrade Account from Platinum to Gold

Dear [Name or Customer Service Team],

I am writing to formally request a downgrade of my current account status from the Platinum tier to the Gold tier. My account details are as follows:

- Account Name: [Your Full Name]
- Account Number: [Your Account Number]
- Associated Email: [Your Email Address]

I have reviewed my current usage and have decided that the Gold tier features are better suited to my needs at this time. I would like this change to take effect starting from the next billing cycle on [Date].

Please confirm once the downgrade has been processed and inform me of any adjustments to my upcoming billing or subscription fees. If there are any forms I need to sign or further steps I must take, please let me know.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]
[Your Printed Name]