

[Your Name]
[Your Account Email Address]
[Date]

To: [Company Name] Customer Support

Subject: Request to Downgrade Account from Premium to Basic

Dear Customer Service Team,

I am writing to formally request a downgrade of my current account subscription for [Name of Service/Product].

Current Account Details:

Account ID/Username: [Your Username]

Current Plan: Premium Plan

Please transition my account to the "Basic" (Free) plan effective as of the next billing cycle on [Date]. I understand that by downgrading, I will lose access to premium features such as [Feature 1] and [Feature 2].

Please confirm once this change has been processed and ensure that no further premium subscription charges are applied to my payment method on file.

Thank you for your assistance.

Sincerely,

[Your Name]
[Phone Number]