

Current Date: [Insert Date]

To: [Relationship Manager Name or Bank Department]

Bank Name: [Insert Bank Name]

Branch Address: [Insert Branch Address]

Subject: Request to Downgrade Account Status from Wealth Management to Retail Banking

Dear [Name of Relationship Manager or Customer Service Team],

I am writing to formally request a downgrade of my current banking status from the Wealth Management / Private Banking tier to a standard Retail Banking account.

Please find my account details below:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Current Tier: [Current Tier Name, e.g., Gold/Platinum/Wealth]
- Requested Tier: [New Tier Name, e.g., Standard Savings/Checking]

I understand that by downgrading my account, I will no longer have access to a dedicated Relationship Manager or the specific benefits associated with the Wealth Management tier. I also acknowledge that new fee structures and minimum balance requirements for retail accounts will now apply to my profile.

Please process this change effective as of [Date]. If there are any forms required to finalize this transition, please send them to my registered email address at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]