

Notification of Services On Hold

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your services with [Company Name] have been temporarily placed on hold due to [reason for hold, e.g., non-payment, account review, etc.].

We understand that this may cause inconvenience, and we are here to assist you in resolving this matter as quickly as possible. To reactivate your services, please take the following steps:

- [Step 1: Describe action needed]
- [Step 2: Describe action needed]
- [Contact information for assistance]

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [customer service phone number] or via email at [customer service email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]