

Subscription Suspension Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the suspension of my subscription with [Service/Company Name] for a temporary period.

My subscription details are as follows:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Subscription Plan: [Your Subscription Plan]
- Account Number: [Your Account Number]

Due to [brief explanation of reason for suspension, e.g., personal circumstances, financial reasons], I would like to request the suspension to commence from [Start Date] to [End Date]. I believe this will allow me to better manage my circumstances.

Please confirm the suspension of my subscription and let me know if you require any further information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]