

Temporary Subscription Hold Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a temporary hold on my subscription with [Service Provider/Company Name], account number [Your Account Number]. I would like to place my subscription on hold for the period of [Start Date] to [End Date] due to [Reason for Temporary Hold].

I appreciate your understanding and assistance in this matter. Please confirm the status of my request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]