

Subscription Account Suspension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Customer Service Team,

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the suspension of my subscription account with [Company Name]. My account information is as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I would like to request the suspension of my account effective immediately due to [reason for suspension request, e.g., personal reasons, financial issues]. I would appreciate confirmation of the suspension as well as any pertinent information regarding my account status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]