

Home Delivery Subscription Pause Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request a pause on my home delivery subscription for [Service/Product Name], associated with my account number [Account Number]. Due to [brief reason for the pause, e.g., "personal reasons" or "a temporary relocation"], I would like to pause my deliveries starting from [Start Date] until [End Date].

Please confirm the suspension of my subscription for the requested period. I look forward to resuming my deliveries after the pause is over.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]