

Formal Request to Suspend Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the suspension of my account, [Account Number or Username], pending an investigation. I believe that this measure is necessary to ensure the integrity of the ongoing inquiry related to [briefly state reason or context of investigation].

I appreciate your prompt attention to this matter and look forward to your confirmation of the suspension.

Thank you for your cooperation.

Sincerely,

[Your Name]