

Request for Service Pause

Date: [Insert Date]

To: [Telecom Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request a short-term pause on my telecom services associated with the account number [Insert Account Number]. Due to [brief explanation of reason, e.g., travel, financial constraints], I would like to temporarily suspend my service from [Start Date] to [End Date].

I appreciate your assistance in processing this request. Please confirm the suspension and any related details regarding the resumption of service.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]