

# Request for Temporary Disconnection of Telecom Service

Date: [Insert Date]

To,  
Customer Service Department,  
[Telecom Company Name],  
[Company Address],  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a temporary disconnection of my telecom service due to [briefly state the reason, e.g., relocation, travel plans, etc.]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I kindly request that the disconnection begin on [Insert Start Date] and remain in effect until [Insert End Date]. Please let me know if there are any procedures or information required from my side to facilitate this request.

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

Sincerely,  
[Your Name]  
[Your Contact Number]  
[Your Email Address]