

# Letter of Suspension of Telecom Services

Date: [Insert Date]

To,

[Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service Team],

I am writing to formally request the temporary suspension of my telecom services due to personal reasons. My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

I would like to request this service suspension to begin on [Start Date] and to resume on [End Date]. During this time, I would appreciate any necessary instructions regarding billing and service restoration.

Please confirm the suspension of my services and any relevant details related to this request at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]