

Letter of Temporary Account Freeze

Date: [Insert Date]

To,

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

Subject: Request for Temporary Account Freeze

Dear Customer Service Team,

I am writing to formally request a temporary freeze on my telecom account due to [provide brief reason, e.g., international travel, medical reasons, etc.]. My account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Phone Number: [Your Phone Number]

I would appreciate it if you could assist me in freezing my account starting from [start date] to [end date]. I assure you that all outstanding payments will be made before or after the freeze period.

Thank you for your understanding and assistance. Please confirm the receipt of this request and the subsequent action taken.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]