

Temporary Telecom Service Hold Request

Date: [Insert Date]

To: [Telecom Company Name]

Address: [Company Address]

Account Number: [Your Account Number]

Dear [Customer Service Manager's Name],

I am writing to formally request a temporary hold on my telecom services associated with the account referenced above. Due to [briefly explain reason, e.g., "circumstances beyond my control" or "travel plans"], I am unable to utilize the services and would appreciate your assistance in placing a hold.

I would like to request that the hold be effective from [start date] to [end date]. I understand that during this period, my account will not be charged for the inactive services.

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]