

Letter of Acknowledgment for Temporary Service Halt

Date: [Insert Date]

From: [Your Name] [Your Position] [Your Company] [Your Address] [City, State, Zip Code]
[Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Position] [Recipient's Company] [Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of your notification regarding the temporary halt of services, effective from [Start Date] to [End Date]. We understand the circumstances leading to this decision and appreciate your efforts to keep us informed.

Please let us know if there are any further updates or if we can assist you during this period. We look forward to resuming our partnership once services are reinstated.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name] [Your Position] [Your Company]