

Billing Freeze Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Billing Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Billing Department,

I hope this message finds you well. I am writing to inquire about the possibility of initiating a billing freeze on my account ([Your Account Number]).

Due to [brief explanation of the reason for the request], I would like to understand the process and any necessary steps I need to take to implement a billing freeze.

Please provide me with the relevant details, including the duration of the freeze, any potential fees, and how it may impact my account status.

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

Sincerely,

[Your Name]