

Request to Pause Subscription Services

Dear [Service Provider Name],

I hope this message finds you well. I am writing to formally request a pause on my subscription for [Service Name or Plan] associated with the account [Your Account Number/Email].

Due to [brief reason for the pause, e.g., personal circumstances, financial issues], I would like to temporarily suspend my subscription for [duration of pause, e.g., one month, three months].

Please let me know the next steps I need to follow to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]