

Subscription Hold Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a hold on my subscription for [Service/Product Name], with the account number [Your Account Number].

Due to [brief explanation of the reason for the hold, e.g., personal circumstances, temporary unavailability], I would like to suspend my subscription effective [Start Date] until [End Date].

Please confirm the acceptance of this request and inform me of any further steps that need to be taken on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email]

[Your Phone Number]