

Subscription Interruption Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an interruption of my subscription with [Service/Product Name]. My subscription details are as follows:

- Account Number: [Your Account Number]
- Subscription Type: [Your Subscription Type]
- Start Date: [Start Date]
- Requested Interruption Period: [Start Date] to [End Date]

Due to [brief reason for interruption], I will not be able to utilize the service during this period. I would appreciate your assistance in processing this request.

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

Sincerely,

[Your Name]