

Temporary Subscription Suspension Request

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary suspension of my subscription with [Service/Product Name], account number [Account Number]. Due to [brief explanation of reason, e.g., personal reasons, financial issues], I am unable to utilize the service at this time.

I would appreciate it if you could confirm the suspension period, starting from [Start Date] and ending on [End Date], or suggest an alternative duration if necessary. I intend to resume my subscription once my situation allows.

Thank you for your understanding and support. Please let me know if you need any further information to process my request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]