

Service Suspension Update

Dear [Customer Name],

We are writing to inform you about an important update regarding your service with us.

As of [Effective Date], your service will be temporarily suspended due to [reason for suspension]. We understand that this may cause inconvenience, and we are committed to resolving the issue as quickly as possible.

During this suspension period, we encourage you to reach out to our customer support team at [Contact Information] for any assistance or inquiries.

We appreciate your understanding and patience as we work through this matter. Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]