

Request for Automatic Payment Suspension

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 a suspension of my automatic payments for my account [Account Number] due to [brief reason for suspension request, e.g., financial hardship, unexpected circumstances]. I have appreciated your services and intend to resume my payments as soon as my situation stabilizes.

For your reference, here are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Account Number]
- Payment Amount: [Payment Amount]
- Payment Due Date: [Due Date]

I kindly ask that you consider my request and provide any necessary instructions on how to move forward with this adjustment. I look forward to your understanding and support during this time.

Thank you for your attention to this matter. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]