

# Subject: Request to Temporarily Pause Automated Deductions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary pause on the automated deductions made from my account for [specific service or product]. Due to [brief explanation of the reason, e.g., financial hardship, unexpected circumstances], I am unable to continue these deductions for the time being.

I kindly ask you to pause these deductions starting from [start date] until [end date or specify if indefinite]. I appreciate your understanding and support regarding this matter.

Please confirm the receipt of this request and any necessary steps I need to undertake to ensure this pause is processed effectively.

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

Sincerely,

[Your Name]