

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service/Specific Name],

I hope this message finds you well. I am writing to formally request the suspension of my automatic payments for my account [Your Account Number] associated with your services.

Due to [brief reason for the request, e.g., personal circumstances, financial difficulties], I find it necessary to pause my automatic payments temporarily. I kindly ask that you confirm the suspension of these payments starting [desired suspension start date].

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

Sincerely,

[Your Name]