

# **Suspension of Monthly Payment Arrangement**

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your monthly payment arrangement for [insert relevant details] will be temporarily suspended due to [insert reason].

This suspension will take effect from [insert start date] until [insert end date], during which time you will not be required to make any payments. We will review your account again at the end of this period and notify you of any changes to your arrangement.

If you have any questions or require further clarification, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]