

Cancellation Request for Temporary Pause

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team,

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a temporary pause in my food subscription service. My account details are as follows:

Account Name: [Your Account Name]

Subscription ID: [Your Subscription ID]

Due to [brief reason for pause, e.g., personal circumstances, travel plans], I would like to suspend my meal deliveries starting from [start date] and plan to resume on [end date].

I appreciate the services you provide, and I look forward to returning to my subscription once my circumstances allow.

Thank you for your assistance with this request. Please confirm the pause in my subscription at your earliest convenience.

Best regards,

[Your Name]