

Notification of Service Contract Suspension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your service contract with [Company Name] will be suspended effective [Insert Suspension Date]. This decision has been made due to [briefly state the reason for suspension].

Please take note of the following important details:

- Service Suspension Date: [Insert Suspension Date]
- Expected Duration of Suspension: [Insert Duration]
- Reinstatement Conditions: [Briefly describe conditions for reinstatement, if applicable]

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]