

Request for Suspension of Services Under Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the suspension of services under our contract dated [Insert Contract Date], due to [briefly explain reason for suspension request].

As per the terms outlined in our agreement, I believe this request is in compliance with the guidelines provided. I would appreciate it if we could discuss the potential timeline and any necessary steps to facilitate this suspension.

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

Sincerely,

[Your Name]