

# Service Contract Suspension Notice

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you that due to unforeseen circumstances, we must suspend our service contract, effective immediately. This decision was not made lightly and is necessary due to [briefly explain the reason, e.g., "unexpected operational challenges"].

We understand the impact this may have on your plans, and we assure you that we are committed to resolving this issue as swiftly as possible. We will provide updates as more information becomes available and aim to resume services by [insert expected date of resumption, if known].

If you have any questions or concerns regarding this suspension, please do not hesitate to contact us at [insert contact information].

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]