

Suspension Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Suspension of Service Agreement

This notice serves to inform you that, in accordance with the terms of our service agreement dated [Insert Agreement Date], we are suspending the services provided under the agreement effective immediately due to [insert reason for suspension].

During the suspension period, we kindly ask you to [insert any necessary actions or adjustments required from the recipient].

We will review the situation and notify you of any further actions by [insert date or timeframe]. If you have questions or concerns, please do not hesitate to reach out to us directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]