

Letter of Temporary Suspension of Contractual Services

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the temporary suspension of the contractual services provided under our agreement dated [Insert Date of Agreement]. This suspension is effective from [Insert Start Date] and is due to [briefly explain reason for suspension].

During this suspension period, we will not be able to fulfill the obligations as outlined in the contract. We anticipate that the suspension will last until [Insert Expected End Date], and we will keep you updated on any changes to this timeline.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]