

Letter of Appeal for Temporary Disconnection of Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service Manager],

I am writing to formally request a temporary disconnection of my services due to [briefly explain reason, e.g., financial difficulties, relocation, etc.]. My account number is [Your Account Number].

I would like to request that this disconnection take place starting [desired disconnection date] and lasting until [desired reconnection date]. During this time, I hope to address the issues that have led to my request.

I appreciate your understanding and assistance in this matter. Please let me know if there are any forms or additional information you require from my side to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]