

Request for Short-Term Line Suspension

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a short-term suspension of the line for [specify line name/number] for the period of [start date] to [end date], due to [briefly explain the reason for the request].

We believe that this suspension will allow us to [explain the benefits or necessity of the suspension]. We assure you that all necessary measures will be taken to minimize any disruption during this period.

We kindly ask for your approval of this request and are open to discussing any concerns or conditions you might have regarding the suspension. Please let us know at your earliest convenience.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]