

Exemption Request for Temporary Service Halt

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an exemption for a temporary halt in service for [specific service] due to [reason for request, e.g., financial difficulties, health concerns, etc.]. This request is made in light of [briefly explain circumstances that warrant exemption].

We anticipate that the temporary halt will last from [start date] to [end date], during which time we will [explain any measures to address the halt, if applicable]. We believe that this pause is essential for [reason behind the request].

I assure you that we will do our utmost to minimize any inconvenience this may cause and will communicate openly during this period.

Thank you for considering this request. I look forward to your understanding and support regarding this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]