

Request for Short-Term Line Discontinuation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the discontinuation of the [specific line or service name] for a short-term period due to [reason for discontinuation]. We would like to propose that the discontinuation takes effect from [start date] to [end date].

This temporary action will [briefly explain the benefits or justification for the request]. We believe that this measure will [mention any expected outcomes].

We appreciate your understanding regarding this matter and hope to work closely with you to ensure a smooth process. Please let us know if this request can be accommodated or if further discussion is required.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]