

# Request for Temporary Service Suspension

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider],

I hope this message finds you well. I am writing to formally request a temporary suspension of services for my account, [Account Number or Name], due to [brief reason for request, e.g., personal circumstances, relocation, etc.].

I would appreciate it if you could suspend the service starting from [start date] to [end date]. During this period, I will ensure that any necessary procedures on my end are addressed promptly to facilitate a smooth continuation of services upon reactivation.

Please confirm the acceptance of this request and let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]