

Request for Short-Term Service Modification

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, ZIP Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request a short-term modification to my service agreement for [specify service, e.g., internet, electricity, etc.] due to [briefly explain reason, e.g., temporary relocation, personal circumstances].

I would appreciate it if you could [specify the type of modification you are requesting, e.g., hold my service, reduce my plan, etc.], starting from [start date] to [end date]. I believe this adjustment will allow me to [reason for modification benefits, e.g., manage my expenses better during this time].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]