

Temporary Payment Suspension Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a temporary suspension of my payment obligations due to [brief explanation of your situation, e.g. "financial hardship" or "unexpected circumstances"].

As of [Insert Date], my current situation has made it challenging to meet my financial commitments. I kindly ask for your understanding and support during this difficult time.

I would appreciate it if you could grant a suspension of payments for [duration of time you are requesting, e.g., "three months"]. I assure you that I am committed to resolving this matter and fulfilling my obligations once my situation improves.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]