

Temporary Service Cessation Notification

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally notify you that due to [reason for cessation, e.g., unforeseen circumstances, maintenance, etc.], we will be temporarily ceasing our services starting from [start date] until [end date].

During this period, we will not be able to process any orders or fulfill any requests. We understand that this may cause some inconvenience, and we sincerely apologize for any disruption this may cause.

We value our partnership and appreciate your understanding and patience during this time. If you have any urgent inquiries or require further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]