

Request for Temporary Payment Suspension

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

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 [briefly explain your reason, e.g., unforeseen circumstances, financial hardship, etc.].

I have been a loyal customer of [Company's Name] for [duration], and this situation is unexpected. I believe that a temporary suspension would allow me to manage my financial situation more effectively.

I kindly request a review of my account and consideration for a temporary suspension period of [specify duration, e.g., 1 month, 3 months, etc.]. I assure you that I intend to resume payments as soon as I am financially stable.

Thank you for considering my request. I am hopeful for a positive response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]