

Request for Temporary Membership Freeze

Dear [Membership Department/Manager's Name],

I hope this message finds you well. I am writing to formally request a temporary freeze on my membership due to [reason: e.g., medical leave, travel, personal circumstances, etc.]. My membership ID is [Your Membership ID], and I have been a member since [Membership Start Date].

I would like to request that my membership be frozen starting from [Start Date] until [End Date]. I expect to resume my membership on [Resumption Date]. Please let me know if you require any additional information or documentation to process my request.

Thank you for considering my request. I appreciate your assistance and understanding in this matter.

Sincerely,

[Your Name]

[Your Contact Information]