

Service Cancellation Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the receipt of your request for the temporary suspension of your service with us. We understand your decision and have processed your request accordingly.

Your service will be temporarily suspended effective from [Start Date] to [End Date]. During this period, you will not be charged for any services.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]