

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]

Subject: Request for Temporary Pause of Standing Instruction

Dear Sir/Madam,

I am writing to request a temporary suspension of the standing instruction active on my account.

Account Details:

Account Holder Name: [Your Full Name]
Account Number: [Your Account Number]
Instruction Reference Number: [Reference Number, if known]
Payment Amount: [Amount]
Beneficiary Name: [Payee Name]

I request you to pause this payment for a period of [Number of Months] months, starting from [Start Date] to [End Date]. I understand that the automatic transfers will resume after the mentioned end date.

Please confirm once this request has been processed. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]