

To,  
The Asset Management Company / Registrar,  
[Mutual Fund Name]  
[Branch Address]

Date: [Current Date]

**Subject: Request to Pause Systematic Investment Plan (SIP) Mandate**

Dear Sir/Madam,

I am writing to request a temporary pause of my Systematic Investment Plan (SIP) currently active in the following folio:

Folio Number: [Your Folio Number]  
Scheme Name: [Name of the Mutual Fund Scheme]  
SIP Amount: [Amount in Currency]  
SIP Date: [Monthly Date of Deduction]

I wish to pause my SIP for a period of [Number of Months] months, starting from [Start Month/Year] to [End Month/Year].

I understand that the SIP installments will automatically resume after the specified pause period. I request you to process this mandate and stop the auto-debit from my registered bank account for the aforementioned duration.

Thank you for your assistance.

Sincerely,

[Your Signature - for physical copy]  
[Your Full Name]  
[Registered Mobile Number]  
[Registered Email ID]