

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Temporary Service Suspension**

Dear [Recipient Name],

This letter is to formally notify you that your [Type of Service] will be temporarily suspended effective from [Start Date] at [Start Time].

The suspension is necessary due to the following reason: [Reason for suspension, e.g., scheduled maintenance, system upgrade, or account delinquency].

We anticipate that the service will be restored by [Estimated End Date/Time]. During this period, you will be unable to access [List specific features or services affected].

We apologize for any inconvenience this may cause and appreciate your patience as we work to [Goal of suspension, e.g., improve our infrastructure].

If you have any questions or require further assistance, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]