

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Approval of Temporary Payment Suspension

Dear [Customer Name],

We are writing to inform you that your request for a temporary payment suspension regarding your account [Account Number] has been approved.

The details of your suspension period are as follows:

- **Suspension Start Date:** [Start Date]
- **Suspension End Date:** [End Date]
- **Next Payment Due Date:** [Resume Date]

During this period, you are not required to make your regular monthly payments. Please note that [interest will continue to accrue / interest will also be frozen] during this time. Once the suspension period ends, your normal billing cycle will resume automatically.

If your financial situation changes and you wish to resume payments earlier than the date listed above, please contact us.

If you have any questions regarding this arrangement, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]