

[Your Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address Line 1]
[City, State, Zip Code]

Subject: Confirmation of Collection Activity Suspension

Dear [Recipient Name],

This letter is to formally confirm that all collection activities regarding your account, [**Account Number**], have been suspended effective [**Date**].

The suspension of collection efforts is due to [Reason: e.g., an ongoing dispute, a pending insurance claim, or an agreed-upon temporary hardship period].

During this period:

- No further collection notices will be mailed to you.
- No automated or manual collection calls will be placed to your phone numbers.
- The current balance of \$[Amount] will remain on hold and will not accrue additional late fees during the suspension period.

This suspension is currently scheduled to remain in effect until [**Expiration Date**]. Once this date is reached, or once the underlying issue is resolved, regular billing or collection processes may resume. We will notify you in writing prior to any change in status.

If you have any questions or provide additional documentation regarding this matter, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Department Name]
[Your Title]