Provisional account cancellation letter

Subject:	Temporary	Account	Cancellation	Request

Dear [Recipient Name],

I am requesting a provisional cancellation of my account [Account Number] with [Company Name] for a period of [Duration].

Please provide the necessary steps and confirm when the temporary suspension has been applied.

Thank you for your assistance.

Regards,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/account-cancellation-letter