

Temporary suspension or cancellation

Subject: Request for Temporary Service Suspension

Dear Customer Service Department,

I am writing to request a temporary suspension of my internet service for Account #[Number] at [Address]. I will be traveling/relocating temporarily from [Start Date] to [End Date] and will not need internet service during this period.

Rather than paying for unused service, I would like to explore options for temporary disconnection or service suspension. If temporary suspension is not available, I request full cancellation with the possibility of easy reconnection upon my return.

Please inform me of any fees associated with suspension or reconnection, and provide details about equipment handling during this period. I am flexible with dates and can work around your scheduling requirements.

I would prefer to maintain my relationship with your company rather than switching providers, so I hope we can find a mutually beneficial solution for this temporary situation.

Thank you for your assistance and understanding.

Kind regards,

[Your Full Name]

[Contact Information]

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