

SUSPENSION LETTER

To: _____

From: _____

Subject: Suspension of Services/Contract

Dear Sir/Madam,

This letter hereby serves as formal notice of suspension of all services and/or contractual obligations previously agreed upon between the undersigned parties. This suspension is effective immediately upon delivery of this notice and shall remain in effect until further written communication is provided.

The reason(s) for this suspension include, but are not limited to, the following:

1. Failure to meet contractual obligations as stipulated in the agreement.
2. Breach of terms and conditions affecting the performance and delivery of services.
3. Non-payment or delayed payment pursuant to the agreed payment schedules.
4. Any other material cause justifying suspension in accordance with applicable law and contract provisions.

During the suspension period, all rights and obligations under the relevant contract are paused except those expressly required to be performed to preserve legal rights, prevent harm, or as otherwise mandated by law.

Please be advised that this suspension does not constitute termination of the contract unless otherwise communicated in writing. Both parties retain the right to resume contractual relations upon resolution of underlying issues causing this suspension.

If the matters leading to this suspension are not remedied within the timeframe specified in the original contract or as otherwise agreed in writing, additional actions including termination, damages, and legal remedies may be pursued.

This Suspension Letter is issued in accordance with and governed by the laws of the United States of America. All parties agree to abide by the terms set forth herein and to act in good faith in resolving outstanding issues.

We trust that this matter will be resolved promptly and amicably. Should you have any questions or require further information, please contact the undersigned immediately.

Sincerely,

Sender's Name:

Title/Position:

Signature: _____

Date: _____

Recipient's Name:

Title/Position:

Signature: _____

Date: _____

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