

Temporary Invoice Suspension Notice

Date: [Insert Date]

To: [Customer Name]

Account Number: [Account Number]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your account is currently under review as part of our verification process. As a result, we have temporarily suspended any invoices associated with your account until the verification is complete.

We appreciate your understanding and cooperation during this time. Please provide any necessary documentation or information requested by our team to expedite the verification process.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]