

# Temporary Invoice Suspension Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen financial constraints, we must temporarily suspend invoicing for a limited period.

We value our partnership and appreciate your understanding during this challenging time. We are taking steps to address our financial situation and anticipate resuming regular invoicing by [Insert Expected Resumption Date].

We apologize for any inconvenience this may cause and are committed to keeping you updated on our progress. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]