

Temporary Invoice Suspension Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that due to an ongoing audit, we are temporarily suspending all invoice processing related to your account. This action is necessary to ensure accuracy and compliance with our internal policies.

The suspension will be in effect from [Start Date] to [End Date]. During this period, we kindly ask for your understanding and cooperation. You will be notified once the audit is complete and normal invoicing procedures can resume.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]