

# Temporary Invoice Suspension Notice

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to confirm the temporary suspension of invoice [Invoice Number] dated [Invoice Date], as per our recent discussions regarding the service disputes you have raised.

We understand your concerns and are committed to resolving these issues promptly. The suspension will remain in effect until we reach a satisfactory resolution. We appreciate your patience during this time.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Contact Information]