

Temporary Invoice Suspension Notification

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that, due to [insert reason for suspension], there will be a temporary suspension of invoice processing effective immediately.

During this period, please refrain from submitting any invoices for payment until further notice. We aim to resolve these issues as quickly as possible and will keep you updated on our progress.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further clarification, please do not hesitate to contact us at [insert contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]