

# Temporary Invoice Suspension for Payment Restructuring

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally inform you that effective immediately, we are placing a temporary suspension on the invoices related to your account with us, as we understand that you may require additional time for payment restructuring.

This suspension will be in effect from [Start Date] until [End Date]. During this period, we encourage you to review your financial obligations and reach out to us to discuss a mutually beneficial payment plan.

Please note that this suspension applies only to the following invoice numbers:

- Invoice # [Insert Invoice Number 1]
- Invoice # [Insert Invoice Number 2]
- Invoice # [Insert Invoice Number 3]

We are committed to working with you through this process and appreciate your cooperation and understanding. Should you have any questions or concerns, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]