

# Temporary Invoice Suspension Notice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about a temporary suspension of invoicing related to the [Project Name/Description] due to unforeseen delays.

As a result of [brief explanation of the reason for the delay, e.g., supply chain issues, unexpected project challenges], we are unable to proceed as scheduled. To maintain transparency and uphold our commitment to quality, we believe it is in our mutual best interest to pause any invoice processing until we resolve these issues.

We anticipate that the situation will be addressed and invoice processing will resume by [expected resolution date]. We will keep you updated with any changes and ensure we communicate effectively throughout this period.

Thank you for your understanding and cooperation. If you have any questions or require further details, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]