

# Temporary Invoice Suspension Request

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request a temporary suspension of invoicing for our services due to [briefly state reason, e.g., "an unforeseen circumstance" or "a mutual agreement"].

We value our partnership and wish to ensure that both parties remain aligned during this period. We propose to reinstate invoicing effective [insert proposed date] and will keep you updated should any changes arise.

Thank you for your understanding and consideration. Please feel free to reach out if you require further clarification or wish to discuss this matter in more detail.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]