

Temporary Invoice Suspension Notice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. As part of our seasonal business adjustments, we would like to formally notify you that we will be temporarily suspending invoicing services from [Start Date] to [End Date].

This adjustment allows us to streamline our processes during this busy season and ensure that we continue to provide you with the highest level of service possible.

During this period, please feel free to reach out to us for any inquiries or support you may need. We appreciate your understanding and continued partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]