

# Temporary Invoice Suspension Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your invoice for the period of [insert period] has been temporarily suspended due to necessary adjustments in our service offerings.

During this suspension, we will ensure that any outstanding services or discrepancies are addressed promptly. The suspension will last until [insert date], at which point we will resume billing based on the adjusted terms.

We appreciate your understanding in this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [insert phone number] or [insert email address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]