[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name/Company Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF SUSPENSION OF WORK DUE TO NON-PAYMENT

Project Name: [Project Name]
Project Location: [Project Address]
Contract Date: [Date of Original Contract]

Dear [Client Name],

This letter serves as formal notice that [Your Company Name] is suspending all work and services on the above-referenced project effective immediately [or specify date].

This suspension is due to the non-payment of the following outstanding invoice(s):

- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: $[Amount] - Due Date: [Date]

Total Overdue Balance: $[Total Amount]

In accordance with the terms of our contract, specifically Section [Insert Clause Number if applicable], we are entitled to cease operations until all outstanding payments are received in full. Please be advised that this suspension may result in delays to the project schedule and may incur additional mobilization costs once work resumes.

We remain committed to completing this project. To avoid further delays or legal action, please remit the total overdue balance by [Insert Date].

Work will resume only upon receipt of the total balance due and confirmation of payment. Please contact [Name] at [Phone Number] immediately to confirm receipt of this letter and discuss payment arrangements.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]