

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF SUSPENSION OF SERVICES - UNPAID FEES

Dear [Client Contact Name],

This letter is to formally notify you that [Your Company Name] is suspending all recruitment services for [Client Company Name], effective immediately.

Our records indicate that the following invoice(s) remain unpaid despite previous reminders:

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

Total Outstanding Balance: [Total Amount]

As per our signed Service Agreement, timely payment is required to maintain active recruitment efforts. Consequently, we have paused all candidate sourcing, interviewing, and submissions for your open positions. We will also withhold any scheduled candidate introductions until the balance is settled in full.

To resume services, please remit payment via [Payment Method] by [Date]. Once payment is confirmed, we will immediately reactivate your account and continue our search for your vacancies.

If you believe there is an error regarding these invoices, or if payment has already been sent, please contact our billing department at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]