

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Notice of Credit Card Account Suspension**

Dear [Customer Name],

This letter is to inform you that your [Bank/Company Name] credit card account ending in [Last 4 Digits of Card Number] has been suspended, effective immediately.

As a result of this suspension, you will no longer be able to make new purchases, perform cash advances, or process balance transfers using this account. Any recurring automated payments linked to this card may also be declined.

**Reason for Suspension:**

[Insert reason, e.g., Overdue payment / Suspicious activity / Exceeding credit limit / Regular account review]

**Required Action:**

To resolve this matter and discuss the potential reactivation of your account, please perform the following:

[Insert required action, e.g., Make a minimum payment of \$XXX.XX / Contact our fraud department / Verify your recent transactions]

If you have already taken steps to address this issue, please allow 3-5 business days for our records to be updated. Please note that your obligation to pay any remaining balance, including applicable interest and fees, continues despite the account suspension.

If you have any questions, please contact our Customer Service department at [Phone Number] or visit our website at [Website URL].

Sincerely,

[Your Name/Department]

[Bank/Company Name]