

Date: [Insert Date]

To: [Account Holder Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Subject: Notice of Account Freeze and Administrative Hold

Dear [Account Holder Name],

This letter is to formally notify you that [Bank/Institution Name] has placed an administrative hold on the account(s) referenced above, effective immediately.

Reason for Hold:

[Insert Reason, e.g., Security concerns / Regulatory requirement / Pending investigation / Legal order]

While this hold is in place, you will be unable to perform the following actions:

- Withdrawals or cash advances
- Outgoing wire transfers or electronic payments
- Debit card transactions
- Check processing

Required Actions:

To resolve this matter, please provide the following documentation or take these steps:

[List requirements or "Contact the Fraud Department at (Phone Number)"]

We will notify you in writing once the review is complete and the hold has been lifted. If you have any questions regarding this notice, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Your Name/Department]

[Company Name]