

[Your Name]  
[Your Email Address]  
[Your Phone Number]  
[Your Account Username/ID]

[Date]

[Company Name]  
[Customer Support / Legal Department]  
[Company Address]

**Subject: Formal Grievance Regarding Unjustified Account Suspension**

Dear Customer Support Team,

I am writing to formally lodge a grievance regarding the suspension of my account, [Account Username/ID], which occurred on [Date of Suspension].

I have been informed that my account was suspended for [State Reason Given by Company]. However, I believe this suspension is unjustified because [Explain why you believe the suspension is an error, e.g., no violation of Terms of Service occurred, account was hacked, or lack of evidence].

As a result of this suspension, I have lost access to [Mention specific losses, such as purchased content, professional tools, or personal data].

I request that you:

- Conduct a manual review of my account activity.
- Provide specific evidence of the alleged policy violation.
- Reinstate my account access immediately.

I have attached [Mention any supporting documents or screenshots] to support my claim. I look forward to a prompt resolution of this matter within [Number] business days.

Sincerely,

[Your Signature]  
[Your Printed Name]