

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

Subject: Important Notice Regarding Suspension of Virtual Currency Operations

Dear [Customer Name],

We are writing to formally notify you that [Company Name] will be suspending all virtual currency operations effective as of [Suspension Date].

What this means for you:

- **Trading:** All buying, selling, and exchanging of virtual currencies will be disabled on [Time/Date].
- **Deposits:** Virtual currency deposits will no longer be accepted after [Date]. Any deposits made after this time may be irrecoverable.
- **Withdrawals:** You must withdraw your remaining balances to an external wallet or convert them to fiat currency by [Final Withdrawal Deadline].

Reason for Suspension:

This decision has been made due to [Reason: e.g., regulatory changes / strategic restructuring / maintenance].

Action Required:

Please log in to your account immediately to initiate the withdrawal of your assets. Failure to withdraw your funds by [Final Withdrawal Deadline] may result in [Consequence: e.g., assets being moved to cold storage / administrative fees / legal escheatment].

For assistance or questions regarding your account, please contact our support team at [Support Email Address] or visit our FAQ page at [Website URL].

Thank you for your cooperation and for being a customer of [Company Name].

Sincerely,

[Sender Name/Signature]
[Title]
[Company Name]