

Date: [Insert Date]

Subject: Confirmation of Temporary Account Freeze - [Account Number/Username]

Dear [Customer Name],

This letter is to confirm that a temporary freeze has been placed on your account, effective immediately. This action was taken due to [Reason: e.g., suspicious activity, security request, or administrative update].

What this means for you:

- Access to your account is currently restricted.
- All outgoing transactions and withdrawals have been paused.
- Automated payments or subscriptions may be affected during this period.

To lift this freeze and restore full access to your account, please complete the following steps:

1. [Action Step 1: e.g., Log in via our secure portal to verify your identity]
2. [Action Step 2: e.g., Provide requested documentation]
3. [Action Step 3: e.g., Contact our security department at 555-0199]

If you did not authorize this freeze or believe this has happened in error, please contact our support team immediately at [Phone Number] or [Email Address].

We apologize for any inconvenience this may cause and thank you for your cooperation in keeping your account secure.

Sincerely,

[Your Name/Department Name]
[Company Name]