

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: FINAL NOTICE: Immediate Account Suspension**

Dear [Customer Name],

This letter serves as formal notification that your account with [Company Name] (Account Number: [Account Number]) has been officially suspended, effective immediately.

Despite our previous attempts to contact you regarding [mention reason, e.g., unpaid balance / breach of terms of service / inactivity], the matter remains unresolved. As a result, you no longer have access to our services, platform, or associated data.

**To reinstate your account, you must:**

- [Requirement 1: e.g., Remit the outstanding payment of \$0.00]
- [Requirement 2: e.g., Complete the verification process]
- [Requirement 3: e.g., Acknowledge updated terms of use]

Please be advised that if no action is taken by [Deadline Date], your account will be marked for permanent termination, and any stored data may be irrecoverably deleted.

If you believe this suspension has been made in error, or if you have already taken steps to resolve this issue, please contact our support team immediately at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]