

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT FREEZE AND PENDING LEGAL ACTION

Dear [Customer Name],

This letter serves as formal notification that your account [Account Number/ID] has been frozen, effective immediately. As a result, you will be unable to perform withdrawals, transfers, or any other transactions until further notice.

This action has been taken due to: [Reason for Action, e.g., Unpaid Debt/Breach of Contract/Court Order].

Despite our previous attempts to resolve this matter on [Dates of Previous Contact], we have not received the required [Payment/Documentation]. Consequently, we have initiated formal legal proceedings against you to recover the outstanding balance of [Amount Due].

To resolve this matter and request the release of the freeze, you must:

- Remit the full payment of [Amount Due] by [Deadline Date].
- Contact our legal department at [Phone Number] or [Email Address].

If payment is not received by the date specified above, we will proceed with further legal remedies, which may include litigation, the reporting of this default to credit bureaus, and the recovery of associated legal fees and interest.

Please govern yourself accordingly.

Sincerely,

[Your Name/Representative Name]
[Your Title]
[Company Name]
[Contact Information]