

Date: [Insert Date]

Account Number: [Insert Account Number]

Subject: FINAL NOTICE: Urgent Action Required to Avoid Account Freeze

Dear [Customer Name],

This is a formal final notice regarding your account with [Company Name]. Despite our previous attempts to contact you, we have not received the necessary [information/payment/documentation] required to maintain your account in good standing.

Unless the following action is taken by [Deadline Date], we will be forced to freeze your account:

[List Required Action - e.g., Pay outstanding balance of \$0.00 / Submit updated ID / Complete verification]

What an account freeze means for you:

- You will be unable to withdraw or transfer funds.
- Scheduled payments or automated transactions may be declined.
- Access to online banking services will be restricted.

To prevent this action, please log in to your account at [Website URL] or visit one of our branches immediately. If you have already completed this requirement within the last 24 hours, please disregard this notice.

If you have any questions or believe this notice has been sent in error, please contact our support team at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Department Name]
[Company Name]