

Date: [Insert Date]

To: [User Name/Business Name]

Account ID: [Insert Account Number/Email]

Subject: Warning Letter: Requirement to Convert Account to Business Status

Dear [User Name],

We are writing to notify you of a required change regarding your account with [Company Name]. Our records indicate that your current personal account is being used for commercial or business purposes.

Per our Terms of Service, personal accounts are strictly for individual, non-commercial use. Any account engaged in the sale of goods, provision of services, or high-volume commercial transactions must be registered as a Business Account.

Action Required:

To remain in compliance, you must convert your account to a Business Account by [Insert Deadline Date]. Converting your account will provide you with access to business-specific tools and ensure that your activity adheres to our corporate policies.

How to Convert:

1. Log in to your account.
2. Go to Settings.
3. Select "Upgrade to Business Account."
4. Follow the on-screen prompts to provide your business details.

Please be advised that failure to convert your account by the date mentioned above may result in temporary account restrictions or permanent suspension. We value your business and want to ensure you have the correct account type to support your growth.

If you believe this notice was sent in error, or if you have any questions, please contact our Support Team at [Insert Contact Link/Email].

Sincerely,

[Your Name/Department Name]

[Company Name]