

Subject: Notice of Account Suspension - [Account Number/Username]

Dear [Customer Name],

This letter is to inform you that your account with [Company Name] has been suspended, effective [Date].

This action has been taken due to the following reason(s):

- [Reason 1: e.g., Violation of Terms of Service]
- [Reason 2: e.g., Unpaid balance of \$0.00]
- [Reason 3: e.g., Suspicious activity]

As a result of this suspension, you currently do not have access to [List Services/Features].

To reinstate your account or appeal this decision, please take the following steps:

1. [Step 1: e.g., Log in to your dashboard to settle outstanding payments]
2. [Step 2: e.g., Update your security credentials]
3. [Step 3: e.g., Contact our support team at [Phone Number/Email]]

If no action is taken by [Date], your account may be subject to permanent termination.

If you believe this suspension is an error, please contact us immediately.

Sincerely,

[Your Name/Department]

[Company Name]