

Date: [Insert Date]

To: [Contact Name / Business Name]

Account Number: [Insert Account Number]

Subject: Notice of Wholesale Account Suspension

Dear [Contact Name],

This letter is to formally notify you that your wholesale account with [Your Company Name] has been suspended, effective immediately.

This decision was made due to the following reason(s):

- [Reason 1: e.g., Unpaid overdue balance of \$XXX.XX]
- [Reason 2: e.g., Violation of Minimum Advertised Price (MAP) policy]
- [Reason 3: e.g., Unauthorized reselling on third-party platforms]

As a result of this suspension, your ability to place new orders has been revoked, and any pending orders have been placed on hold. Access to your wholesale portal has also been restricted.

Action Required for Reinstatement:

To resolve this matter and discuss the potential reinstatement of your account, please perform the following steps by [Insert Date]:

1. [Required Action: e.g., Settle the outstanding balance in full.]
2. [Required Action: e.g., Remove unauthorized listings from Amazon/eBay.]
3. Contact our Account Management team at [Phone Number] or [Email Address].

Failure to address these issues may result in the permanent termination of your wholesale privileges.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]