

Client Account Limitation Update

Date: [Insert Date]

Client Name: [Insert Client Name]

Account Number: [Insert Account Number]

Dear [Client Name],

We are writing to inform you about a recent update regarding your account with us. Due to [reason for limitation], there will be a limitation placed on your account effective [date of limitation].

This limitation may affect [describe how it may affect the client, e.g., transactions, access to funds, etc.]. We understand the importance of your account accessibility and are actively working to resolve this issue.

To address this limitation, we kindly ask you to [action required by the client, e.g., provide additional documentation, contact customer service, etc.]. Our team is here to support you and ensure a smooth resolution.

If you have any questions or concerns, please do not hesitate to contact our customer service team at [insert contact information]. We appreciate your understanding and cooperation in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]