

# Important Notice: Account Suspension Warning

Date: [Insert Date]

To: [Customer Name]

Account Number: [Account Number]

Dear [Customer Name],

We are writing to inform you that your telecom account has been flagged for potential suspension due to [reason for warning, e.g., non-payment, violation of terms].

Please be advised that if the necessary actions are not taken by [insert deadline], your account will be suspended, and services will be interrupted.

To avoid suspension, please take the following steps:

- [Step 1]
- [Step 2]
- [Step 3]

If you have any questions regarding this warning, please do not hesitate to contact our customer services team at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your immediate attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]