

Vendor Account Status Update

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your vendor account with us.

Account Status: [**Active/Inactive**]

If your account is currently inactive, please take the necessary steps to rectify any outstanding issues by [insert deadline].

For any further questions or assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]