

Final Notice of Account Suspension

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that your vendor account with [Company Name] is at risk of suspension due to unresolved issues regarding [specify issues, e.g., unpaid invoices, policy violations]. Despite previous notifications, we have yet to receive a response or resolution.

As per our agreement and policies, immediate action is required to address the following:

- [Specify issue 1]
- [Specify issue 2]
- [Specify issue 3]

If we do not receive a response from you by [insert deadline, e.g., MM/DD/YYYY], your account will be suspended effective [insert suspension date]. Please take this notice seriously, as we value our partnership and wish to avoid disruption to our business relationship.

To discuss this matter further, please contact us at [insert contact information]. We appreciate your immediate attention to this urgent matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]