

Immediate Vendor Account Suspension Warning

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you that, effective immediately, your vendor account with [Company Name] has been suspended due to [specific reason for suspension, e.g., repeated violations of the terms of service, failure to deliver goods as per contract, etc.].

This action is necessary to protect the interests of our company and our valued customers. We take these matters very seriously and are committed to maintaining high standards of compliance and service.

If you believe this suspension is unwarranted, please contact us immediately at [contact information] to discuss the issue further. We encourage you to respond within [number of days] days to rectify this situation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]