

Notification of Vendor Account Suspension Risk

Dear [Vendor Name],

We are writing to inform you of a potential risk regarding your vendor account with us ([Company Name]). Our records indicate that there have been [specific issues, e.g., payment delays, compliance violations] associated with your account.

As a valued partner, we want to give you the opportunity to rectify these issues before further action is taken. Please review the following points:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

To avoid the suspension of your account, we kindly ask that you address these concerns by [specific date]. If you require assistance or have any questions, please do not hesitate to reach out to us at [contact information].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]