

# Vendor Account Suspension Notification

Date: [Insert Date]

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you that your vendor account with [Company Name] has been suspended effective immediately due to [reason for suspension]. This decision was made after careful consideration and is in accordance with our company policies.

During this suspension period, you will not be able to access your account or process any transactions. We understand that this may cause inconvenience, and we are here to assist you in resolving any issues associated with this suspension.

If you believe this suspension is in error or if you wish to discuss this matter further, please contact us at [Contact Information] within [Number] days to rectify the situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]