

Vendor Account Suspension Reminder

Dear [Vendor Name],

We hope this message finds you well. We are writing to remind you that your account with us is currently at risk of suspension due to [specific reason, e.g., non-compliance, outstanding payments].

To avoid the suspension of your account, please take the following actions:

- [Action item 1]
- [Action item 2]
- [Action item 3]

Please be advised that failure to address these issues by [specific date] will result in the suspension of your account.

If you have already taken action on this matter, please ignore this reminder. Should you have any questions or require further assistance, feel free to reach out to us at [contact information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]