

Vendor Account Temporary Suspension Notice

Date: [Insert Date]

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that your vendor account with us, [Vendor Account Number], has been temporarily suspended effective immediately due to [reason for suspension, e.g., non-compliance with terms, outstanding payments, etc.].

During this suspension period, you will not be able to access your account or process any transactions. We encourage you to address the issues stated and reach out to us for assistance.

We appreciate your prompt attention to this matter, and we look forward to resolving the issue quickly to reinstate your account.

If you have any questions, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]