

# Warning Regarding Vendor Account Suspension

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you that we have identified several violations of our vendor policies associated with your account (Account Number: [Insert Account Number]). As a result, your account is at risk of suspension.

The specific issues are as follows:

- [Issue 1]
- [Issue 2]
- [Issue 3]

Please address these issues immediately. Failure to do so by [Insert Deadline Date] will result in a suspension of your account.

If you believe this warning is in error or if you have taken corrective actions, please contact us at [Insert Contact Information] as soon as possible.

We value your partnership and hope to resolve these matters swiftly.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]