

Service Suspension Notification

Dear [Account Holder's Name],

We are writing to inform you that your account, [Account Number], will be temporarily suspended due to [reason for suspension]. This decision is effective as of [effective date].

During this suspension period, you will not be able to access our services. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact our customer service team at [customer service phone number] or [customer service email].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]