

Notice of Pending Reseller Account Suspension

Date: [Insert Date]

To: [Reseller's Name]

Company: [Reseller's Company Name]

Address: [Reseller's Address]

Dear [Reseller's Name],

We are writing to inform you that your reseller account with us is currently under review and is pending suspension due to [brief reason for the pending suspension]. We take this matter very seriously and urge you to address this issue promptly.

Please take the following steps to resolve the situation:

- [Step 1]
- [Step 2]
- [Step 3]

We request that you provide a response by [insert deadline date] to avoid any disruption in your account status. If we do not hear from you by this date, we will proceed with the suspension of your account.

Thank you for your attention to this matter. If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]