

Instant Service Suspension Advisory

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to inform you that your service has been suspended effective immediately due to [reason for suspension, e.g., non-payment, violation of terms, etc.].

Please be advised that during this period, you will not have access to [specify services affected].

We understand that circumstances may arise that affect your ability to comply with our policies. To reinstate your service, we encourage you to contact our customer service team at [customer service contact information] as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]