

Account Hold Notification

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you that your account #[Account Number] has been placed on hold due to [reason for hold]. This action was taken to ensure the security and integrity of your account.

Please review the following details:

- Account Holder: [Account Holder's Name]
- Account Number: [Account Number]
- Date of Hold: [Date]
- Reason for Hold: [Reason]

To resolve this matter, please contact us at [Customer Service Phone Number] or email us at [Customer Service Email]. Our team is available to assist you during [Customer Service Hours].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]