

Account Suspension Notice

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your credit card account, with the number ending in [last four digits], has been temporarily suspended due to a delay in your payment.

As of today, we have not received your payment of [insert amount] which was due on [insert due date]. Unfortunately, this delay has resulted in the suspension of your account until the payment is received.

Please make your payment as soon as possible to avoid further penalties or account closure. You can make a payment through our online portal or by contacting our customer service at [insert contact information].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Title]

[Your Contact Information]