

# Subject: Digital Policy Enforcement Notice

Dear [Recipient's Name],

We are writing to inform you that your recent activities on our digital platform have been reviewed in accordance with our established digital policies. As of [Date], it has come to our attention that you have violated the following policy/policies:

- [Description of the policy violation]
- [Description of the policy violation]

In light of these violations, we must take the following actions:

1. [Action 1: e.g., temporary suspension]
2. [Action 2: e.g., mandatory training]

We take these matters seriously as we are committed to maintaining a safe and respectful digital environment for all users. Please acknowledge receipt of this notice and provide any feedback or clarification within [Number of Days] days.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]