

Account Service Suspension Advisory

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your account with us, identified by the account number [Account Number], will be temporarily suspended due to [reason for suspension].

This suspension will take effect on [Effective Date] and is expected to last until [Expected Resolution Date]. During this time, you will not be able to access your account or utilize our services.

We understand this may cause inconvenience, and we are here to assist you in resolving the issue as promptly as possible. Please contact our customer service department at [Customer Service Phone Number] or [Customer Service Email] to discuss your account and explore available options.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Customer Service Phone Number]

[Your Customer Service Email]