

NOTICE OF INTENT TO SUSPEND ACCOUNT

[Date of Notice]

I. ACCOUNT HOLDER INFORMATION

Account Holder's Full Legal Name: [account holder full legal name]

Mailing Address: Street Address: [account holder street address]

Unit Number (if applicable): [account holder unit number]

City: [account holder city]

State: [account holder state]

Zip Code: [account holder zip code]

Phone Number (optional): [account holder phone number]

Email Address (optional): [account holder email address]

Account Number: [account number]

II. ISSUER INFORMATION

Issuer's Full Legal Name: [issuer full legal name]

Title or Role: [issuer title or role]

Mailing Address: Street Address: [issuer street address]

Unit Number (if applicable): [issuer unit number]

City: [issuer city]

State: [issuer state]

Zip Code: [issuer zip code]

Phone Number (optional): [issuer phone number]

Email Address (optional): [issuer email address]

III. SUBJECT

Notice of Intent to Suspend Account [account number]

IV. NOTICE OF VIOLATION AND INTENT TO SUSPEND

This letter serves as formal notification regarding your account, Account Number [account number], with

[issuer full legal name].

Our records indicate a violation of the established policies or service terms governing your account. Specifically, the violation(s) include: [describe the specific violation(s) that have occurred]

Please be advised that failure to rectify this violation will result in the suspension of your account. The effective date of suspension, should corrective action not be taken, will be [date of suspension if no action is taken].

V. REQUIRED CORRECTIVE ACTION

To prevent the suspension of your account, you are required to take the following corrective action(s): [describe the specific corrective action(s) required]

This corrective action must be completed by [deadline for corrective action].

VI. CONSEQUENCE OF NON-COMPLIANCE

If the required corrective action is not completed by the deadline of [deadline for corrective action], your account, Account Number [account number], will be suspended. Account suspension will result in [describe the consequences of account suspension, e.g., loss of access to services, inability to make transactions, etc.].

Upon successful completion of the required corrective action by the specified deadline, your account will remain active and in good standing.

We urge you to take immediate action to resolve this matter. If you have any questions or require clarification regarding this notice, please contact us at [issuer phone number] or [issuer email address].

Sincerely,

[ISSUER'S FULL LEGAL NAME]

Signature: _____

Print Name: [issuer full legal name]

Date: _____

Title: [issuer title or role]