

# Company/Organization Name

Address Line 1  
Address Line 2  
City, State ZIP

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## Notice of Administrative Inactivity

Date:

To:

Subject: Notice of Administrative Inactivity

Dear ,

We would like to inform you that your account/business with our organization has been classified as "Administratively Inactive" effective as of .

This status is due to . As a result, all administrative privileges and activities connected to your account have been temporarily suspended.

Please contact us within  days if you believe this notice has been sent in error or if you would like to reactivate your account/business status. Failure to respond within the allotted time may result in permanent closure or further administrative action.

For further information, please contact our office at  or email us at .

Sincerely,

(Name, Title)