

Date: [Date]

Account Holder Name: [Name]

Account Number: [Account Number]

Reference Number: [Reference Number]

Subject: Notice of Asset Freeze

Dear [Account Holder Name],

This letter is to formally notify you that [Name of Financial Institution] has placed a temporary freeze on the account(s) listed above, effective [Date of Freeze].

This action has been taken due to the following reason(s):

- [Insert Reason: e.g., Compliance with a court order, regulatory requirement, suspicious activity investigation, or legal levy].

While the freeze is in place, you will be unable to perform the following actions:

- Withdraw funds via ATM or teller.
- Transfer funds to other accounts.
- Issue checks or process electronic payments (ACH).
- Use associated debit or credit cards.

Please note that any scheduled automatic payments or outstanding checks may be returned unpaid while this freeze is active. [Name of Financial Institution] is not responsible for any fees incurred from third parties as a result of this action.

To resolve this matter or to provide additional information, please contact our [Department Name] at [Phone Number] during the hours of [Operating Hours]. When calling, please have your Reference Number ready.

If this freeze was initiated by a legal order or government agency, we recommend that you contact [Name of Agency/Law Firm] directly at [Contact Information] for further clarification.

Sincerely,

[Name of Representative]

[Title]

[Name of Financial Institution]