

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Violation of Terms of Service

We are writing to formally notify you of a violation of the Terms of Service (ToS) that you agreed to upon using our services. Our records indicate that your account, [Account Name or ID], has engaged in [specific violation details], which is against our outlined policies. As a result of this violation, we request that you [specific actions to be taken, e.g., cease and desist, rectify the issue]. We take these matters seriously to ensure a safe and fair environment for all users. Please respond to this notice by [specific date, typically within 10-14 days] to confirm your understanding and compliance. Failure to do so may result in further action, including [consequences, e.g., suspension or termination of services].

If you believe this notice has been sent in error or wish to discuss this matter further, please contact us at [contact information].

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]