Example of what you would write to Amazon to get your account in good graces

Thank you for bringing this to my attention. I did make the error of [XYZ], and I apologize for it. My number one priority is to keep Amazon customers happy, and provide timely product deliveries.

I did make an error because I was struggling to deliver the product on time since I had a spike in orders. Usually I don't do this, and I won't do this again in the future.

After making this error, we immediately corrected our internal procedures for how we process orders. We have made sure that we will never ship products this way again. We will only ship products we have in inventory.

I have made myself very familiar with Amazon dropshipping policies here: <u>https://sellercentral.amazon.com/help/hub/reference/201808410</u>

We are currently working on shifting our long-term sales to FBA.

We kindly request to get our account unsuspended so we can continue to sell since we have made the necessary adjustments for this not to occur again.