

[Your Company Letterhead]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Notification of Blacklist Status

We hope this message finds you well.

This letter serves as official notification regarding the status of your company, [Contractor's Company Name], in relation to our vendor list.

Following our recent review, we regret to inform you that your company has been placed on our blacklist, effective [Date]. This decision has been made due to [briefly outline reasons, e.g., failure to meet contractual obligations, quality issues, etc.].

As a result of this status, [Contractor's Company Name] will not be eligible for any new contracts, bids, or collaborations with [Your Company Name] until further notice.

Should you wish to discuss this matter or appeal this decision, please do not hesitate to contact us by [provide a contact method, e.g., phone or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]