

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Notice of Blacklisting

We regret to inform you that, following a thorough review of our business relationship and recent transactions, [Your Company Name] has decided to blacklist your company as a vendor effective immediately.

This decision has been made due to [briefly outline reasons, e.g., failure to meet contractual obligations, delivery issues, quality concerns, etc.]. We believe this action is necessary to protect our company's interests and maintain the standard of service our clients expect.

Please be advised that, as a result of this blacklisting, [Your Company Name] will no longer engage in any business transactions with your company. We recommend that you address the issues cited in this notice; however, please understand that this decision is final.

If you have any questions or require further clarification, you may reach out to [Contact Person] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]