

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Blacklisting

I hope this message finds you well.

We regret to inform you that due to [specific reason for blacklisting], we have decided to take the action of blacklisting you from [specific activities, services, or opportunities]. This decision was made after careful consideration and follows our [company policy, guidelines, or legal requirements].

You have the right to appeal this decision and provide any additional information you believe may impact our assessment. If you wish to do so, please submit your appeal in writing to [contact person or department] by [deadline for appeal].

We appreciate your understanding of this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]