

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Blacklisting

I hope this message finds you well.

We are reaching out to formally notify you regarding the status of [Associate's Name/Company]. After careful consideration and review, it has been decided that [he/she/they] has been placed on our blacklist due to [briefly explain reason, e.g., breach of contract, non-compliance with agreements, unethical behavior, etc.].

As a result of this decision, [Associate's Name/Company] will no longer be eligible for any partnerships, collaborations, or business transactions with [Your Company] effective immediately.

We appreciate your understanding in this matter. Should there be any further inquiries or discussions required, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Your Company]