

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Notice of Blacklisting

I hope this message finds you well.

This letter serves to inform you that due to [reason for blacklisting, e.g., breach of contract, non-payment, unethical conduct], your status with [Company/Organization Name] has been affected. As of [date], you have been placed on our blacklist, which prohibits any current or future transactions with our organization.

We understand that this may come as an inconvenience, and we urge you to address the issues leading to this decision. If you believe this action has been taken in error, please contact us at your earliest convenience to discuss the matter further.

Thank you for your attention to this serious issue.

Sincerely,

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