

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Blacklisting Procedure

We hope this letter finds you well.

This correspondence serves to inform you of the initiation of a blacklisting procedure concerning [specific issue or reason for blacklisting].

As per our company policy, the following steps will be taken to formally implement this procedure:

1. **\*\*Notification\*\***: You are hereby notified of the specific reasons for this action, which include [list reasons explicitly].
2. **\*\*Investigation\*\***: A thorough investigation will be conducted, and you will have the opportunity to respond to any allegations or concerns raised.
3. **\*\*Review Period\*\***: You will be granted a [number of days] days period to submit any documentation or arguments in your favor before the final decision is made.
4. **\*\*Final Decision\*\***: Upon conclusion of the review period, a final decision will be communicated to you.

We believe it is crucial to maintain transparent communication throughout this process. Please feel free to reach out to [Contact Person's Name] at [Contact Number/Email] should you have any questions or require further clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]