

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Subject: Notice of Blacklisting

Dear [Service Provider's Name],
I hope this message finds you well.

This letter serves as formal notice of the decision to blacklist [Service Provider's Company Name] from future contracts and engagements effective immediately. This decision has been made due to [briefly explain the reasons for blacklisting, e.g., persistent service failures, breach of contract, failure to meet agreed-upon standards, etc.].

Despite previous discussions and attempts to resolve these issues, there has been no satisfactory improvement in the quality of services provided. As a result, we believe that continuing our business relationship would not be in the best interest of our organization.

Please consider this letter a final notice that will remain on record and shared within our internal system to prevent any future engagements with your company.

We appreciate your previous efforts; however, we must prioritize our organization's standards and the expectations of our clients.

If you have any questions or require further clarification regarding this decision, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]