

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Blacklisting

We are writing to inform you that, effective immediately, [Your Company Name] has placed you on our blacklist. This decision has been made due to [specific reason(s) for blacklisting, e.g., breach of contract, unethical conduct, etc.].

As a result of this action, you will no longer be eligible to engage in any business transactions or partnerships with [Your Company Name]. This blacklist will be maintained indefinitely unless new evidence arises that warrants reconsideration of this status.

Please be advised that this action is being taken to protect our company's integrity and to uphold our business standards. Should you have any questions or wish to discuss this matter further, please feel free to reach out to our office by [insert contact details].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]