

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

[Recipient's Name]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Blacklisting

I hope this letter finds you well.

We regret to inform you that, due to [specific reasons for the blacklisting, e.g., breach of contract, failure to comply with agreements, etc.], we have decided to blacklist [Business Name] from our future engagements.

This decision is effective immediately and will remain in place until further notice. We believe this action is necessary to protect our interests and ensure compliance with our standards.

We appreciate your understanding in this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

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