

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Blacklisting

I hope this message finds you well.

We are writing to formally notify you that [Individual's Full Name], who has been associated with [specific company or organization name], has been placed on our blacklist effective [date]. This decision has been made due to [briefly state reasons for blacklisting, e.g., breaches of contract, unethical behavior, etc.].

As a result of this action, [Individual's Full Name] will no longer be able to engage with our company in any capacity, including but not limited to [list any specific restrictions or prohibitions].

We take this matter very seriously and believe that this decision is in the best interest of our organization and stakeholders.

Please acknowledge receipt of this notice by signing below and returning it to us by [specified date].

Thank you for your attention to this matter.

Sincerely,

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

Acknowledgment:

I, [Recipient's Name], acknowledge receipt of the notice regarding the blacklisting of [Individual's Full Name].

[Recipient's Signature]

[Date]