

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Notice of Blacklisting

We hope this message finds you well.

We are writing to formally notify you that effective immediately, [Your Company Name] has decided to blacklist your company, [Supplier Name], due to [specific reasons for blacklisting, e.g., repeated failure to meet contractual obligations, substandard product quality, etc.].

This decision was not made lightly, and we have considered various factors, including [mention any relevant discussions, warnings, or attempts to resolve issues]. Unfortunately, despite our efforts, we have not seen the necessary improvements.

As a result, we will no longer engage in any business transactions with [Supplier Name]. This blacklist will remain in effect until further notice, and we will be updating our records accordingly.

We appreciate your past efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]