

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

Dear [Recipient Name],

Subject: Letter of Intent for Blacklisting

I am writing to formally express my intention to blacklist

[Company/Individual Name] due to [briefly state the reason(s) such as non-compliance, breach of contract, unethical practices, etc.].

Despite previous attempts to resolve these issues through [mention any communication or actions taken, such as meetings, emails, notices], it has become clear that satisfactory resolution cannot be reached.

Therefore, I am compelled to take this step to protect [your rights, reputation, business interests, etc.]. I believe that blacklisting [Company/Individual Name] will serve as a necessary and appropriate course of action.

Please consider this letter as my official notice of intent to proceed with blacklisting, effective [proposed date]. I hope we can address this matter amicably before it escalates further.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company/Organization Name, if applicable]