

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Permanent Blacklisting

I am writing to formally notify you that effective immediately, [Name of Individual/Entity] has been permanently blacklisted from any business engagements or dealings with [Your Company/Organization Name]. This decision has been made due to [brief explanation of reasons, e.g., violation of terms, unethical behavior, etc.].

Please take note that this blacklisting applies to all current and future interactions, and appropriate records will be maintained to ensure compliance.

If you have any questions or require further clarification regarding this matter, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]