

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Notification of Blacklisting

Dear [Recipient's Name],

We regret to inform you that, after careful consideration, [Your Company Name] has decided to blacklist [Company's Name] from future business opportunities due to [brief reason for blacklisting, e.g., unresolved contractual issues, failure to meet project deadlines].

This decision is effective immediately and will remain in place until further notice. We advise you to take necessary steps to address the issues outlined in our previous communications.

Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]