

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Official Blacklisting Notification

We are writing to inform you that, effective immediately, [Recipient's Company/Organization] has been placed on our official blacklist due to [briefly state reasons, e.g., repeated breaches of contract, non-compliance with agreed terms, etc.].

This decision comes after careful consideration and a thorough review of [specific incidents or behaviors]. As a result, we will not engage in any further business transactions with your organization.

We believe it is crucial to maintain the integrity and reliability of our operations, and this action reflects our commitment to uphold our standards. Any outstanding obligations will be addressed in accordance with our contract terms.

This blacklist will be reviewed periodically, and should circumstances change, [Recipient's Company/Organization] may appeal this decision by submitting a formal request for reconsideration.

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]