

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Contractor's Name]  
[Contractor's Company]  
[Contractor's Address]  
[City, State, Zip Code]

Subject: Notice of Blacklisting

Dear [Contractor's Name],

I hope this message finds you well.

This letter is to formally notify you that [Your Company] has decided to blacklist your services as a contractor due to [specific reasons for blacklisting, e.g., failure to meet contractual obligations, poor workmanship, unprofessional behavior, etc.].

Despite previous discussions regarding these issues, we have not observed any significant improvement or resolution. As a result, we find it necessary to take this action to protect our interests and maintain the quality of our operations.

Please be advised that this decision will be effective immediately, and your company will no longer be considered for any future projects or contracts with [Your Company].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]