

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Blacklisting

We hope this message finds you well.

We regret to inform you that due to [specific reason for blacklisting, e.g., repeated non-payment, breach of contract], we are compelled to take the necessary step of blacklisting your account with [Your Company Name] effective [date].

This action will result in the suspension of all services and cessation of any ongoing projects until further notice.

We appreciate the business relationship we have had in the past and are open to discussing this matter further to explore potential resolutions. Please feel free to contact us at [Your Contact Information] should you wish to discuss this in detail.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]