

[Your Company Letterhead]

[Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Notice of Vendor Blacklisting

We are writing to formally notify you that, effective immediately, [Your Company Name] has decided to blacklist your company from future business engagements. This decision was made due to [briefly state reason(s) for blacklisting, e.g., failure to meet contract obligations, poor performance, compliance issues, etc.].

This action is taken after careful consideration and is in line with our commitment to maintaining the highest standards of quality and reliability in our vendor partnerships. As a result of this decision, we will no longer consider your company for any procurement opportunities. Please take this letter as formal notice, and we request that you acknowledge receipt of this communication by responding to this letter by [response deadline date].

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]