

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Blacklisting Notification

Dear [Recipient's Name],

We regret to inform you that your account with [Your Company Name] has been blacklisted effective immediately due to [brief reason for blacklisting, e.g., violation of terms, fraudulent activity, etc.]. As a result, you will no longer be able to access our services or products. Please take note that this decision has been made after careful consideration and is final. If you believe there has been a mistake, you may appeal this decision by contacting us at [contact information] by [appeal deadline date].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Website]