

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Account Resolution

I hope this letter finds you well. I am writing to address the issue regarding my account ([Account Number or Username]) that has been blacklisted due to [briefly explain the reason, e.g., non-payment, suspicious activity].

I would like to clarify the circumstances surrounding this situation and express my commitment to resolving it. [Briefly explain your situation, any misunderstandings, or steps you've taken to resolve the issue].

I kindly request a review of my account status and hope to find a suitable resolution. I am willing to [mention any proposals for resolution, such as payment plan, documentation submission, etc.]. Thank you for your attention to this matter. I look forward to your prompt response and hope for a positive resolution.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]