

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Request for Review and Reinstatement of Blacklisted Account

I hope this letter finds you well. I am writing to formally request a review of my account ([Your Account Number]) that was placed on a blacklist due to [briefly explain the reason, e.g., unpaid balance, suspicious activity].

I acknowledge the issues that led to this action and would like to provide context/apologize for the situation. [Include any relevant information or steps you have taken to rectify the situation, such as payment plans, compliance with company policies, etc.].

Given the circumstances, I kindly ask for your assistance in reinstating my account or providing guidance on how I may resolve the matter. I value my relationship with [Company Name] and am eager to resolve this issue amicably.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]