

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

Dear [Recipient's Name],

Subject: Clarification Request Regarding Blacklisted Account

I hope this message finds you well. I am writing to seek clarification regarding the blacklisting of my account with [Account Number/ID] on [Date of Blacklisting].

I would appreciate it if you could provide me with the specific reasons behind this action, as I am eager to resolve any issues that may have led to this decision. If there are outstanding matters that I need to address, please let me know how I can rectify them promptly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]