

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a re-evaluation of my status on the blacklist maintained by [Company/Organization Name].

I understand that being listed may be due to [briefly explain the reason for being blacklisted, if known]. However, I believe that [provide reasons why you believe the decision should be reconsidered, including any corrective actions taken or changes in circumstances].

I would appreciate the opportunity to further discuss this matter and provide any additional information that may be required to support my case.

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

Sincerely,  
[Your Name]