

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Blacklist Awareness

We wish to bring to your attention the matter regarding your account with [Your Company Name]. Due to [specific reason such as outstanding payments, policy violations, etc.], it has been decided that your account will be subject to our blacklist policy effective [Effective Date].

Please be informed that being on the blacklist may affect your ability to [details on how it affects them, e.g., access services, apply for loans, etc.]. We encourage you to take this situation seriously.

Should you wish to discuss this matter or seek clarification, please contact us at [Contact Information] or visit our office by [Deadline Date].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]