**To**

**[The Recipient]  
[Address]**

**Re. Planning to Blacklist the [SUPPLIER] from Supply and Delivery Section**

Dear Sir/Madam,

This letter has been written regarding the poor performance of the [SUPPLIER] and in the wake of this, we plan to blacklist them as our supplier. We want to notify it on the website and other social media platforms of us to contemplate the blacklisting of the supplier(s) with poor performance, defraud, and negligent demeanor.

Being [DESIGNATION], this is my primary responsibility to keep an eye on the supply and delivery of the products. As supply and delivery are one of the most important tasks to be performed, I believe in complete transparency and product care in this regard. In any business involving supply and delivery, it is quintessential for the stakeholders to involve in professional and productive engagements to yield better outcomes and growth.

A supplier has to be efficient and professional towards the buying organization otherwise the partnership cannot be taken for long effectively. Poor performance and misaligned business practices as risking the profit reduction are intolerant parts of the supplying agency.

According to the Supplier Information Portal of the company, it has been revealed that there is [X] percent of the reduction in the efficacy level of product quality. It includes the use of no product protocol, as each product demands a different protocol. Another problem is the use of ineffective strategies and tools by the supplying agency which results in the delivery of the products later than the fixed times and with a lot of damage.

Therefore, it is not favorable for the [COMPANY] to continue working with the [SUPPLIER] on the account of performance, professional conduct, and profit reduction. Hence, the summary is to express the lack of trust in the [SUPPLIER] as a competent organ of the company. It is to indicate that the continuance of work with the said supplier can cause trouble and damage to the company in the future.

Therefore, it is plausible to blacklist the [SUPPLIER] for future projects. For more discussion on the matter, I would be glad to meet you in person at your convenience. You can write to me at [EMAIL] or dial [PHONE] to have a telephonic conversation in this regard. Thank you.

Regards.

[Your Name]  
[Company Name]