**To**

**[The Recipient]  
[Address]**

**Re. Intending to Blacklist Suppliers With [ID #]**

Dear [NAME],

I am [NAME], the [DESIGNATION]. This letter has been drafted after the compilation and data analysis of supply and delivery performance from [DATE] to [DATE]. According to the data analysis, it shows extreme incompetence in the effective supply and delivery by the [SUPPLIER-I] and [SUPPLIER-II]. According to the Supply Portal Information of the company, these suppliers cannot be entrusted with future supplies and deliveries.

According to the [NAME THE COMMITTEE], these two suppliers have lost the power of trust of the company’s department of manufacturing and collection. Hence, they are not in a position to continue this venture, it is proposed to bid farewell to them and hire new suppliers in the replacement. The mentioned suppliers have been caught in the [MENTION ANY ILLEGAL ACTIVITY] and have been listed in the defrauding suppliers. To avoid any future trouble, it is favorable for the company to cancel its registration as our partnered supplier.

To avoid any complications, we intend to discuss the matter with a lawyer and adopt a legal channel to cancel their registration and save the record for any future application. Therefore, we propose to blacklist the mentioned suppliers and advertise the vacant position for new suppliers who can provide quality products with effective cost.

For further discussion, I would like to meet you in person. Please schedule a meeting at your earliest convenience and conclude the final word to notify the company’s stance on this. Thank you.

Regards.

[Your Name]  
[Business Name]