

**DATE:** [Insert Date]

**TO:** [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF PERMANENT BAN FROM PREMISES**

Dear [Recipient Name],

This letter serves as formal notification that you are strictly forbidden from returning to the premises of [Client/Company Name] located at [Full Address of Property].

Effective immediately, your authorization to enter these grounds, including all buildings, parking lots, and common areas, is revoked indefinitely. This decision is final and follows [Briefly mention reason, e.g., termination of contract / recent incident on date].

Please be advised that any attempt to enter the property or remain on the premises will be considered a legal trespass. Under such circumstances, local law enforcement will be contacted immediately, and we will pursue all available legal remedies, including criminal prosecution.

If you have personal belongings remaining on the site, you must contact [Contact Person Name/Department] at [Phone Number/Email] to arrange for their delivery or a supervised collection at the property perimeter. You are not permitted to enter the building to retrieve these items yourself.

Do not contact [Client Name] employees or representatives at this location for any other reason.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

cc: [Security Department / Legal Counsel]