

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Law Firm Name]
[Recipient Address]
[City, State, Zip Code]

Re: Acknowledgment of Cease and Desist Notice regarding [Reference/Matter Number if applicable]

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your Cease and Desist letter dated [Date of Letter received], which was received by our office on [Date of actual receipt].

We take the allegations mentioned in your correspondence seriously. We are currently in the process of reviewing the claims and investigating the facts surrounding this matter. [Optional: We have also referred this matter to our legal counsel for further evaluation.]

We intend to provide a comprehensive response to your demands by [Date you intend to respond]. We request your patience while we complete our internal review to ensure an informed resolution.

Please direct all future correspondence regarding this matter to the undersigned at the address provided above.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]