

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice and Final Communication

Dear [Recipient Name],

This letter serves as formal acknowledgment that I have received your Cease and Desist notice dated [Date of Notice Received].

Please be advised that I have taken note of your demands. I am writing to confirm that I will comply with your request to cease all contact and communication regarding [Briefly State Subject Matter].

This letter constitutes my final communication to you regarding this matter. Moving forward, I will not initiate any further correspondence, verbal or written, unless required by legal process or initiated by your legal counsel.

Sincerely,

[Your Signature]

[Your Printed Name]