

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

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

**Re: Acknowledgment of Cease and Desist and Final Communication**

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your Cease and Desist letter dated [Date of Letter].

Please be advised that I have taken note of your requests. I will comply with the demand to cease communication regarding the matters specified in your letter.

This letter serves as my final communication to you on this subject. I request that you also refrain from any further contact with me, except through legal counsel if necessary.

Sincerely,

[Your Signature]

[Your Printed Name]