

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

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

RE: Acknowledgment of Cease and Desist Notice

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 received your request regarding [Briefly state the subject, e.g., communication/alleged activity]. I have taken note of your demands and will comply with your request to cease all further contact with you effective immediately.

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

Sincerely,

[Your Signature]

[Your Printed Name]