

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

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

RE: Notice of Compliance with Cease and Desist Request and Final Debt Communication

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request dated [Date of Cease and Desist Request] to cease all further communication regarding the outstanding balance on account number [Account Number].

Pursuant to the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, we hereby notify you of the following:

1. **Compliance:** We have noted your request in our records. All general collection efforts, including telephone calls and written correspondence, will cease immediately upon your receipt of this notice.
2. **Final Status:** As of the date of this letter, the total outstanding balance remains \$[Amount].
3. **Specified Remedies:** Please be advised that while regular communication will stop, we reserve the right to pursue further legal remedies to recover the debt. This may include, but is not limited to, the initiation of a civil lawsuit or the referral of this matter to legal counsel.

This is the final communication you will receive from this office regarding this matter, unless we are notifying you of a specific legal action being taken against you.

If you wish to resolve this balance voluntarily before further action is taken, you may send payment to the address listed above or contact [Name/Department] at [Phone Number] one final time.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]