

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Request - Account Number: [Account Number]

Dear [Debtor Name],

This letter serves as formal acknowledgment that we have received your written request, dated [Date of Debtor's Letter], instructing us to cease and desist all further communication with you regarding the above-referenced account.

In accordance with the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, we will honor your request. Effective immediately, we will stop all routine collection calls and correspondence to your home or workplace.

Please be advised that while regular communication will stop, we may still contact you in the following specific circumstances:

- To advise you that our collection efforts are being terminated.
- To notify you that we or the creditor intend to invoke specified remedies which are ordinarily invoked by such creditor (such as the initiation of legal action).

By ceasing communication, the debt is not extinguished. You remain responsible for the outstanding balance of [Total Debt Amount]. If you wish to resolve this matter voluntarily, you may contact us one final time or send payment to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Department]