

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

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

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

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your written request dated [Date of original letter], in which you instructed our office to cease and desist all further communication with you regarding the above-referenced account.

In accordance with the Fair Debt Collection Practices Act (FDCPA), we are hereby notifying you that we will honor your request. Effective immediately, [Your Company Name] and its agents will stop all telephone calls, letters, and other forms of communication with you concerning this debt.

Please be advised that this cessation of communication does not cancel the debt itself. We reserve the right to take the following actions as permitted by law:

- Notify you that our further efforts are being terminated.
- Notify you that we or the creditor may invoke specified remedies which are ordinarily invoked by such creditor or collector, including the initiation of legal proceedings.

Should you wish to discuss a resolution for this account in the future, you may contact us in writing at the address provided above.

Sincerely,

[Signature]

[Name of Representative]
[Title]
[Your Company Name]