

Date: [Insert Date]

To:

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

From:

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

**RE: FINAL COMMUNICATION NOTICE AND CEASE AND DESIST
ACKNOWLEDGMENT**

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request for [Your Name/Company Name] to cease and desist all further communication with you regarding [Reference Account Number or Specific Matter].

Pursuant to your request and in compliance with applicable fair practice regulations, please be advised of the following:

1. **Cessation of Contact:** Effective immediately, all regular communication, including telephone calls, emails, and standard mail correspondence, will stop.
2. **Final Notice of Intent:** This letter constitutes our final communication with you regarding this matter. No further warnings or reminders will be issued.
3. **Reserved Rights:** Please be informed that the cessation of communication does not waive any legal rights or claims held by [Your Name/Company Name]. We reserve the right to invoke specific remedies or take further legal action as permitted by law to resolve this matter.

Should legal proceedings be initiated, you or your legal representative will be notified through the appropriate service of process.

This is the final correspondence you will receive from this office.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]