

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

[Date]

[Recipient Name]  
[Recipient Company Name, if applicable]  
[Recipient Address]  
[City, State, Zip Code]

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

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request to cease and desist all further communication regarding [mention specific matter/account number/dispute].

Please be advised that this is the final communication you will receive from me regarding this matter. In accordance with your request and applicable laws, I have noted my records to ensure no further contact is initiated by me or my representatives, effective immediately.

However, please take notice that this cessation of contact does not waive any legal rights, claims, or remedies available to me. I reserve the right to pursue further action through appropriate legal or judicial channels should the underlying issue remain unresolved.

All future correspondence regarding this matter must be directed to me in writing via my legal counsel, or as required by a court of law.

Sincerely,

[Your Signature]

[Your Printed Name]