

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

[Date]

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

RE: Acknowledgment of Request to Cease Communication and Notice of Intent to Sue

Dear [Recipient Name],

This letter serves as formal acknowledgment of your written request dated [Date of their letter], in which you instructed [My Name/Company Name] to cease all further communication regarding [Reference Account Number or Subject Matter].

Furthermore, we have noted your stated intent to initiate legal action. In compliance with your request and relevant consumer protection laws, we will no longer contact you via telephone, mail, or email regarding this matter, with the following exceptions:

- To advise you that our efforts are being terminated;
- To notify you that we may invoke specified remedies which are ordinarily invoked by us;
or
- To notify you that we intend to invoke a specific remedy, such as the filing of a lawsuit or legal counter-claim.

Please be advised that all future correspondence regarding this matter should be directed through your legal counsel, if applicable. If you have retained an attorney, please provide their contact information immediately so that we may direct our legal response to the appropriate party.

All records pertaining to this dispute have been preserved in anticipation of the litigation you have indicated.

Sincerely,

[Your Signature]

[Your Printed Name]