

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

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

**Subject: Acknowledgment of Cease and Desist Notice and Account Closure**

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your Cease and Desist notice dated [Date of Notice].

Please be advised that I have taken immediate action to comply with your request. Furthermore, I have formally closed my account, [Account Number or Username], effective as of [Date of Closure].

I confirm that all activities specified in your correspondence have ceased. I request that you provide written confirmation that this matter is now resolved and that the account closure has been finalized in your records.

If there are any remaining administrative requirements or outstanding balances to be settled as a result of this closure, please notify me in writing.

Sincerely,

[Your Signature]

[Your Printed Name]