

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

[Name of Debt Collection Agency/Creditor]
[Address]
[City, State, Zip Code]

RE: Account Number [Insert Account Number]

To Whom It May Concern,

I am writing to formally acknowledge receipt of your Cease and Desist notice dated [Date of their letter]. I hereby accept your demand to stop all further communication regarding the above-referenced account.

Pursuant to this acceptance, I am formally returning this matter to the original creditor, [Name of Original Creditor]. Any future correspondence or claims regarding this alleged debt must be directed to them or their legal representatives.

Please be advised that as of the date of this letter, I have revoked any prior authorizations for you to contact me via telephone, mail, or email. You are instructed to update your records immediately to reflect that this account has been returned and that no further contact is permitted.

Any further attempts to contact me or report information regarding this account to credit bureaus after the receipt of this notice will be documented as a violation of the Fair Debt Collection Practices Act (FDCPA) and any applicable state laws.

Sincerely,

[Your Signature]

[Your Printed Name]