

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

[Recipient Name/Collection Agency]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Acknowledgment of Cease and Desist and Return of Account**

Account Number: [Account Number]  
Original Creditor: [Name of Original Creditor]

Dear [Recipient Contact Name],

This letter serves as formal acknowledgment of your Cease and Desist notice received on [Date of Receipt].

In accordance with your request and the Fair Debt Collection Practices Act (FDCPA), we have ceased all collection activities regarding the above-referenced account. Furthermore, we have officially closed this file in our office and returned the account to the original creditor, [Name of Original Creditor].

All internal records have been updated to reflect that no further contact is to be initiated by our agency. Any future inquiries or payments regarding this balance should be directed to the original creditor at the following address:

[Original Creditor Name]  
[Original Creditor Address]  
[City, State, Zip Code]

Please consider this matter closed as it pertains to our agency.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]