

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

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

RE: Formal Acknowledgment of Cease and Desist and File Closure

Dear [Recipient Name],

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

We have reviewed the contents of your demand regarding [Brief description of the matter, e.g., Case #12345 or specific activity]. Please be advised that we have complied with your request and have immediately ceased all [activities/communications/actions] mentioned in your notice.

Furthermore, we wish to inform you that we have officially closed our internal file regarding this matter. We will not initiate any further contact or action unless legally required to do so or if a new agreement is established.

Please update your records to reflect that this matter is considered resolved and the file is now closed.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]