

Date: [Insert Date]

To:

[Sender Name/Law Firm]

[Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice Regarding [Reference Case/Matter Number]

Dear [Name of Contact Person],

This letter serves to formally acknowledge receipt of your Cease and Desist correspondence dated [Date of Original Letter], concerning [Brief Description of Subject Matter].

Please be advised that this matter has been officially transferred to our Legal Department for formal review. All further communications, inquiries, and legal filings regarding this issue should be directed to the following contact:

Legal Department

Attention: [Name of Counsel or Department Head]

[Company Name]

[Legal Department Address]

[Email Address]

[Phone Number]

Our legal team is currently reviewing the allegations and claims set forth in your notice. A formal response will be provided following the completion of this internal investigation.

We request that you cease all direct contact with [Company Name]'s administrative or operational staff regarding this matter and communicate exclusively with our legal representatives moving forward.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]