

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

[Date]

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

RE: Notice of Cease and Desist regarding the Estate of [Deceased Name]
Account Number: [Account Number]

Dear [Recipient Name],

We are writing to formally acknowledge receipt of your letter dated [Date of original letter], requesting that we cease and desist all collection activities and communication regarding the debt associated with the Estate of [Deceased Name].

In accordance with your request and applicable laws, we have updated our records to reflect that no further contact should be made with you or other family members regarding this matter. We have noted that the estate is currently [undergoing probate / closed / insolvent].

Please be advised that all collection efforts from our office have been halted. This acknowledgment serves as confirmation that your request has been processed and implemented.

If you have provided the contact information for a legal representative or executor of the estate, we will direct any necessary formal legal notices to that party exclusively.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Department]