

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Executor/Administrator for the Estate of Name of Deceased]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Request 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 Cease and Desist Letter], in which you requested that [Company Name] cease and desist all further communication with you and the Estate of [Deceased Name] regarding the aforementioned account.

Pursuant to your request and in compliance with the Fair Debt Collection Practices Act (FDCPA), we have updated our records to reflect that no further contact shall be initiated by this office regarding the collection of this debt, except under the following circumstances:

- To advise you that our efforts to collect the debt are being terminated.
- To notify you that we or the creditor may invoke specified remedies which are ordinarily invoked by such entity.

By receipt of this letter, please be advised that all active collection activities and outreach from our representatives have been stopped.

If you have any final documentation or legal notices regarding the status of the estate that need to be filed for our records, you may mail them to the address listed above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]