

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

[Date]

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

**RE: Acknowledgment of Cease and Desist Notice Regarding the Estate of [Deceased Name]**

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your Cease and Desist letter dated [Date of Letter received], regarding my actions as the Administrator/Executor of the Estate of [Deceased Name].

Please be advised that I have received your demands and have taken note of the concerns raised in your correspondence. I am currently reviewing the details of your request with legal counsel to ensure that all actions taken are in full compliance with the law and the governing documents of the estate.

Pending further review, I will [specify action, e.g., suspend the sale of assets / halt communication with specific parties] as requested in your notice. I intend to provide a comprehensive response to your allegations by [Date].

This acknowledgment does not constitute an admission of any wrongdoing or a waiver of any rights or defenses available to the Estate or to me as the Administrator. All rights are expressly reserved.

Please direct all future correspondence regarding this matter to my office at the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]  
Administrator of the Estate of [Deceased Name]