

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

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

Subject: Acknowledgment of Cease Communication Request

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your request dated [Date of Request] to cease all further communication regarding [Account Number or Subject Matter].

In accordance with your request and applicable laws, we have updated our records to reflect that no further contact shall be made with you via [telephone/email/mail], except as permitted by law.

Please note that this acknowledgment serves as our final communication, unless further action is required to notify you of specific legal remedies or the termination of services.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]