

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

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

**RE: Acknowledgment of Cease and Desist Notice and Formal Account Closure**

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist notice received on [Date of Receipt].

In accordance with your request and to ensure full compliance, we have taken the following actions:

- Ceased all specified activities as outlined in your notice effective [Effective Date].
- Permanently closed your account (Account Number: [Account Number]) associated with our services.
- Removed your contact information from our active communication and marketing databases.

Please consider this matter resolved. No further contact will be initiated by our office regarding this account, except as required by law or to confirm the finality of this closure.

If you require any final documentation regarding the status of this account, please submit a written request to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Position]