

Date: [Insert Date]

TO: [Recipient Name/Company Name]

ADDRESS: [Recipient Address]

RE: Final Notice of Account Closure and Cease and Desist

To [Name of Contact Person or Department],

This letter serves as formal notification that your account with [Your Name/Company Name], associated with account number [Account Number], is closed effective immediately as of [Effective Date].

This decision is final. Any outstanding balance of \$[Amount] must be settled by [Date]. Any remaining services provided under this account are hereby terminated.

CEASE AND DESIST NOTICE

Furthermore, you are hereby directed to **CEASE AND DESIST** any and all of the following actions immediately:

- Accessing or attempting to access our proprietary systems, servers, or data.
- Representing yourself as an affiliate, partner, or client of [Your Name/Company Name].
- [Insert specific prohibited action, e.g., using trademarked materials].
- [Insert specific prohibited action, e.g., contacting staff members].

Failure to comply with this notice will result in immediate legal action to protect our interests, which may include seeking injunctive relief and monetary damages without further warning.

Direct all future communications regarding this matter in writing to [Your Legal Counsel Name or Your Address]. Do not attempt to contact any other department regarding this closure.

Regards,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Company Name]