

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

[Date]

[Recipient Name/Law Firm Name]
[Recipient Address]
[City, State, Zip Code]

RE: Formal Acknowledgment of Cease and Desist and Notice of Foreclosure

Reference Number: [Insert Reference/Account Number]

To [Recipient Name/Legal Counsel],

This letter serves as formal acknowledgment that I have received your correspondence dated [Date of the Letter Received], which includes a Cease and Desist demand and a Notice of Foreclosure regarding the property located at [Property Address].

I am currently reviewing the claims made in your notice and the supporting documentation provided. I intend to respond to the specific allegations and the proposed foreclosure action in a timely manner.

Please note that my acknowledgment of receipt does not constitute an admission of any alleged debt, liability, or default. Furthermore, I request that all future communications regarding this matter be directed to me in writing at the address listed above to ensure an accurate record of our correspondence.

If there are specific documents or ledger statements required for me to complete my review of this account, I will request them under separate cover.

Sincerely,

[Signature]

[Your Printed Name]