

Date: [Insert Date]

To:

[Recipient Name/Legal Counsel Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Order and Notice of Intent to Foreclose

Property Address: [Insert Full Property Address]

Loan/Reference Number: [Insert Reference Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment that we have received your Cease and Desist notice dated [Date of Receipt], regarding the above-referenced property and account.

We further acknowledge your Notice of Intent to Foreclose. Please be advised that we have noted the contents of your correspondence and have forwarded these documents to our legal department for immediate review. We are currently evaluating the claims and demands specified in your notice.

In compliance with your Cease and Desist request, all direct communication regarding the collection of this debt will be restricted to the channels permitted by law or through your designated legal representative, except as required to proceed with the legal foreclosure process or other statutory notifications.

Please direct all future correspondence regarding this matter to:

[Name of Contact/Legal Department]

[Phone Number]

[Email Address]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]