

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

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

Subject: Confirmation of Request to Cease Telephone Communication

Dear [Recipient Name],

This letter serves as formal written confirmation regarding our recent communication on [Date] regarding telephone contact between [Your Company Name] and [Recipient Company Name/Your Name].

As requested, please be advised that we have updated our records to reflect that you no longer wish to receive business-related phone calls from our organization at the following number(s):

[Phone Number 1]
[Phone Number 2]

We have placed these contact details on our internal "Do Not Call" list. Please allow [Number] business days for our systems to fully process this update. After this period, you should receive no further unsolicited telephone solicitations from us.

Please note that this cessation applies to promotional and sales calls. You may still receive automated notifications or direct contact if it is necessary for the administration of an existing account, active contract, or ongoing transaction.

If you receive any further calls after the processing period mentioned above, please contact our customer service department at [Contact Phone Number] or [Contact Email Address] so we can resolve the matter immediately.

Thank you for your time and for our previous business relationship.

Sincerely,

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