

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

[Date]

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

RE: Acknowledgment of Cease and Desist Notice - [Project Name/Job Site Location]

Dear [Recipient Name],

This letter serves as formal acknowledgment that we have received your Cease and Desist Notice dated [Date of Notice] regarding communication and/or activities at the job site located at [Job Site Address].

We have taken note of your requests and the specific concerns raised in your correspondence. Please be advised that we have instructed our personnel and representatives to comply with the communication protocols outlined in your notice effective immediately.

Moving forward, all official correspondence regarding this project should be directed to [Name of Point of Contact] via [Email Address or Physical Address].

We are currently reviewing the details of your notice and will provide a more comprehensive response if necessary once our internal investigation is complete. It is our goal to ensure that all site operations proceed in accordance with our contractual agreements and local regulations.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]