

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

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

RE: Acknowledgment of Request to Cease Third-Party Communication

Dear [Recipient Name],

We are writing to formally acknowledge receipt of your letter dated [Date of Cease and Desist Letter], in which you requested that we cease all communication with third parties regarding [Specific Matter/Account Number].

Please be advised that we have processed your request. Effective immediately, we have updated our records to ensure that no further contact will be made with any third parties, including employers, family members, or neighbors, concerning this matter.

We will limit all future communications regarding this issue directly to you or your authorized legal representative.

If you have any further questions or wish to discuss this matter directly, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]