

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

[Date]

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

**Subject: Acknowledgment of Cessation of Unauthorized Third-Party Contact**

Dear [Recipient Name],

I am writing to formally acknowledge receipt of your communication dated [Date of previous letter/email] regarding the unauthorized contact made by [Name of Third-Party Individual/Entity].

I have taken note of your request to cease all further communication with the aforementioned party. I confirm that I have instructed [Name of Third-Party Individual/Entity] to stop all contact with [Your Company Name/Specific Department] effective immediately.

We have updated our records to ensure that all future correspondence regarding [Reference Project or Account Number] will be conducted exclusively between [Your Company Name] and [Recipient Company Name].

I apologize for any inconvenience or confusion this unauthorized contact may have caused. We value our professional relationship and remain committed to following your established communication protocols.

Thank you for bringing this matter to my attention.

Sincerely,

[Your Signature]

[Your Printed Name]