

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

[Date]

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

RE: Account Number: [Account Number]
Reference Number: [Reference Number]

Dear [Consumer Name],

This letter serves as formal acknowledgment of your request, received on [Date Request Received], for [Your Company Name] to cease and desist all further communication with you regarding the above-referenced account.

In accordance with the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, we have updated our records to reflect your request. We will no longer contact you via telephone, mail, or any other method of communication concerning this debt, except for the following purposes allowed by law:

- To advise you that our further efforts are being terminated;
- To notify you that we or the creditor may invoke specified remedies which are ordinarily invoked by such entity; or
- Where applicable, to notify you that we or the creditor intend to invoke a specific remedy.

Please note that this acknowledgment does not waive any rights of the creditor to pursue legal action or other permitted remedies to collect the outstanding balance. If you are represented by an attorney, please provide their contact information so that any further legal correspondence may be directed to them.

Sincerely,

[Your Name/Department]
[Your Company Name]