

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

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

Subject: Acknowledgment of Third-Party Communication Restrictions

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request regarding communication restrictions with third parties concerning [Account Number/Case Reference/Subject Matter].

We confirm that, effective as of [Date], we have updated our records to reflect that no information pertaining to this matter shall be disclosed to, or discussed with, any third party without your express written consent, except as required by law.

We have noted the following specific restrictions as per your instruction:

- No verbal or written disclosure of account details to unauthorized individuals.
- Restriction of data sharing with [Specific Entity Name, if applicable].
- [Additional Restriction]

Please ensure that any authorized representatives you wish to designate in the future are submitted to us in writing to ensure uninterrupted service.

If you have any questions or require further modification to these restrictions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]