

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

[Contact Name/Legal Department]
[Third-Party Entity Name]
[Address]
[City, State, Zip Code]

RE: Notice of Compliance with Cease and Desist Regarding [Recipient Name/Case Number]

To [Contact Name or Department],

This letter serves as formal notification that [Your Company/Your Name] has received and is complying with your Cease and Desist request dated [Date of Original Letter] regarding communication with [Name of Third Party].

Please be advised of the following actions taken to ensure full compliance:

- All direct and indirect communication with the aforementioned party has been terminated effective [Date].
- Your contact information and the party's contact information have been flagged in our internal systems to prevent accidental outreach.
- Relevant staff members and representatives have been instructed to refrain from any further contact.

We consider this matter closed. Should you require further verification of this compliance, please submit your request in writing to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]