

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

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

RE: Acknowledgment of Cease and Desist Request regarding [Subject/Case Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist notice dated [Date of original notice], which we received on [Date received].

We have processed your request and have updated our records accordingly. Please be advised of the following actions taken:

- All third-party outreach and communication regarding this matter have been formally suspended.
- Your contact information has been placed on our internal "Do Not Contact" list.
- Relevant third-party service providers or agents acting on our behalf have been notified to cease all contact with you immediately.

Please note that it may take up to [Number] business days for these changes to fully propagate through all automated systems. If you receive any communication during this brief window, please disregard it.

If you have any further questions regarding this acknowledgment, you may contact our office in writing at the address provided above.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Department]