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

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

Re: Account/Reference Number: [Insert Number]

Dear [Recipient Name/Contact Person],

This letter serves as formal acknowledgment of your request to cease all further communication regarding the aforementioned account, effective immediately. We have noted your request and will update our records accordingly.

Please be advised that this notice also serves as a formal Tax Notice regarding the outstanding balance of $[Amount]. Pursuant to applicable tax laws and regulations, the following information is provided:

1. The total amount of the debt reported is $[Amount].
2. Failure to resolve this obligation may result in the issuance of an IRS Form 1099-C (Cancellation of Debt), which may be reported as taxable income to the Internal Revenue Service.
3. You are advised to consult with a tax professional regarding the potential tax implications of this notice.

While we will honor your request to cease general communication, please be aware that we reserve the right to contact you through legal channels or as otherwise permitted by law to protect our interests or to provide required legal notifications.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company]