

[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 Notice and Issuance of Tax Forms

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist notice dated [Date of Notice]. We have received your request to terminate [describe activity, e.g., services, partnership, or communication] and have updated our records accordingly. All activities mentioned in your notice have ceased as of [Effective Date].

In accordance with Internal Revenue Service (IRS) regulations regarding payments made during the current fiscal year prior to the termination of our relationship, please find the enclosed [Tax Form Type, e.g., 1099-NEC / 1099-MISC].

This form reports the total compensation or payments issued to you for the period of [Start Date] through [End Date]. Please retain this document for your tax filing purposes. If there are discrepancies regarding the amounts listed, please notify us in writing within [Number] days.

While we will honor your request for no further contact regarding [Activity], we reserve the right to contact you should further legal or tax-related documentation be required by law.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]

Enclosure: [Tax Form Name]