

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

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

RE: Notice of Termination of Communication and IRS Tax Form Issuance

Dear [Recipient Name],

This letter serves as formal notice that all communication between [Your Name/Company Name] and you is hereby terminated, effective immediately. Do not attempt to contact me via telephone, email, mail, or in person.

Please be advised that as a result of [reason for form, e.g., debt cancellation, payments made, or settlement], the following IRS tax form(s) will be issued for the tax year [Year]:

- Form Type: [e.g., 1099-C, 1099-NEC, 1099-MISC]
- Reported Amount: \$[Amount]

The original form will be filed with the Internal Revenue Service, and a copy will be mailed to your last known address on file by the federal filing deadline. You are advised to consult with a tax professional regarding the implications of this filing on your personal or business tax returns.

No further response to this letter is required, and no further correspondence will be acknowledged or accepted.

Sincerely,

[Your Signature]

[Your Printed Name]