

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

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

RE: Notification of Tax Form Issuance and Acknowledgment of Cease and Desist

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has processed and issued the required tax documentation regarding payments made to you during the [Year] fiscal year. Please find the enclosed [Tax Form Type, e.g., 1099-NEC/1099-MISC] for your records and tax filing purposes. This information has also been transmitted to the Internal Revenue Service (IRS) as required by law.

Furthermore, this letter serves as formal acknowledgment of your Cease and Desist notice dated [Date of Cease and Desist Letter]. Please be advised that we have updated our records to reflect your request. Effective immediately, all non-essential communication from our office will cease.

Please note that this acknowledgment does not waive any legal rights or obligations previously established between the parties. Any future communication will be limited strictly to legally mandated disclosures, tax reporting requirements, or matters required by judicial process.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosure: [Tax Form Name]