

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist - Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request, received on [Date of Receipt], to cease and desist all further communication regarding the collection of the debt associated with the account number referenced above.

We have reviewed our records and verified that the statute of limitations for the legal collection of this debt has expired. As such, we have marked this account as "outdated" and "closed" in our internal systems.

In compliance with your request and the Fair Debt Collection Practices Act (FDCPA), please be advised of the following:

- All collection efforts regarding this specific account have been terminated.
- Your contact information has been removed from our active communication lists.
- No further attempts to contact you via telephone, mail, or email will be made by our office regarding this matter.

Please note that this acknowledgment specifically pertains to the account number listed above. If you have any other active accounts with our firm, those remain subject to their respective terms.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]