

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

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

Re: Acknowledgment of Cease and Desist Request
Account Number: [Account Number, if applicable]

Dear [Consumer Name],

We are writing to formally acknowledge receipt of your correspondence dated [Date of Consumer's Letter], in which you requested that we cease and desist all further communication with you regarding the above-referenced matter.

In accordance with your request and pursuant to applicable consumer protection laws, we have updated our records. Please be advised of the following:

- All telephonic, written, and electronic communication initiated by our office will stop immediately.
- Your account has been marked with a "No Contact" status.

Please note that this acknowledgment serves as our final standard communication. However, we reserve the right to contact you one final time if necessary to notify you of specific legal actions or to inform you that we are terminating further efforts regarding this matter.

If you have any questions regarding the status of this account prior to the cessation of contact, please contact us at [Phone Number] or [Email Address] within [Number] days of this letter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]