

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

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

RE: Account Number: [Account Number]  
Reference: Acknowledgment of Cease and Desist Request

Dear [Consumer Name],

This letter serves as formal acknowledgment that we have received your written request dated [Date of Consumer's Letter] to cease all further communication with you regarding the above-referenced account.

In accordance with the Fair Debt Collection Practices Act (FDCPA) and your specific instructions, [Your Company Name] will no longer contact you via telephone, mail, or any other method regarding the collection of this debt, except under the following circumstances allowed by law:

- To advise you that our efforts are being terminated;
- To notify you that we or the creditor may invoke specified remedies which are ordinarily invoked by such entity; or
- Where applicable, to notify you that we or the creditor intend to invoke a specific remedy.

Please note that this cessation of communication does not mean the debt has been forgiven or cancelled. The balance of \$[Amount Owed] remains outstanding on our records.

Any further communication from our office will be limited to the legal notifications described above.

Sincerely,

[Your Name/Department Name]  
[Your Company Name]