

[Your Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State, Zip Code]

**RE: Notice of File Closure and Acknowledgment of Cease and Desist**

Account Number: [Account Number]  
Total Balance: [Amount]

Dear [Recipient Name],

This letter serves as formal acknowledgment that we have received your request to cease and desist all further communication regarding the above-referenced account.

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

- **Account Status:** This account has been officially closed within our system.
- **Cease and Desist:** We have noted your request to stop all communications. This letter is the final correspondence you will receive from our office regarding this matter.
- **Collection Activity:** All active collection efforts by this agency have been terminated.

We will update our internal records to reflect that this file is closed. If this debt was reported to any credit reporting agencies by our office, we will submit a request to have the entry updated or removed as per standard regulatory procedures.

No further action is required on your part.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]