

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Confirmation of Termination of Standard Communications**

Dear [Recipient Name],

This letter serves as formal confirmation that all standard communications between [Company Name] and [Recipient/Organization Name] have been officially terminated, effective [Effective Date].

As per this notice, you will no longer receive the following:

- Regular newsletters and updates
- Automated service notifications
- Marketing and promotional materials
- Standard account statements or reports

Please note that any outstanding contractual obligations or legal notices required by law may still be sent via formal channels as necessary. If this termination was processed in error, or if you wish to reinstate these communications at a later date, please contact our support team at [Phone Number] or [Email Address].

We appreciate your past engagement with our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]