

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Termination of Communication

Dear [Recipient Name],

This letter serves as formal confirmation that all general communication between [Your Name/Organization Name] and [Recipient Name/Organization Name] has been officially terminated, effective [Effective Date].

As per our records or previous agreement, please note the following:

- All active subscriptions, newsletters, and automated notifications have been deactivated.
- Your contact details have been moved to our "Do Not Contact" list.
- No further correspondence will be initiated by us unless required by law or existing legal obligations.

If you believe this termination has occurred in error, or if there are outstanding administrative matters that require attention, please contact [Department Name] at [Phone Number/Email] before [Final Cut-off Date].

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]