

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

[Recipient Name or Company Name]
[Department, if applicable]
[Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Contact Person or Department],

This letter serves as formal acknowledgment of your Cease and Desist request received on [Date]. In accordance with your request and applicable fair debt collection practices, I confirm that all further telephone communication regarding this account will stop immediately.

Furthermore, I am writing to confirm that the credit balance or account adjustment discussed has been applied. My records now reflect the following:

- Previous Balance: \$[Amount]
- Credit/Adjustment Applied: \$[Amount]
- Current Outstanding Balance: \$[Amount]

Please update your records to ensure that any future written correspondence reflects this corrected balance. Any reporting to credit bureaus should also be updated to show the current status of this account.

Should you need to provide mandatory legal notices or proof of the credit adjustment, please send them via written mail to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]