

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

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

RE: Acknowledgment of Cease and Desist and Credit Bureau Update

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist request received on [Date of Receipt].

Pursuant to your request and in compliance with the Fair Debt Collection Practices Act (FDCPA), we have ceased all communication regarding the account listed below:

- **Account Number:** [Account Number]
- **Original Creditor:** [Creditor Name]
- **Current Balance:** [Balance Amount]

Furthermore, we confirm that we have notified the relevant credit bureaus ([Equifax, Experian, and/or TransUnion]) to update your credit report. We have requested that the status of this account be [Updated/Removed/Marked as Disputed] effective [Date].

Please allow 30 to 45 days for these changes to be reflected in your credit file. No further contact will be initiated by this office except as permitted by law.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Company]