

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

[Recipient Name/Collection Agency]
[Recipient Address]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Request and Account Status

Dear [Contact Name or Collection Manager],

This letter serves as formal acknowledgment of your Cease and Desist notice received on [Date Notice Received] regarding Account Number: [Account Number].

As per your request and in compliance with the Fair Debt Collection Practices Act (FDCPA), we have ceased all further communication with you regarding this debt, with the following exceptions as permitted by law:

- To advise you that our efforts are being terminated.
- To notify you that we may invoke specified remedies which are ordinarily invoked by us or our client.

Furthermore, regarding the credit status of this account, please be advised of the following:

[Option 1: The account has been marked as "Disputed" with the credit reporting bureaus.]

[Option 2: We have requested the deletion of this tradeline from your credit report.]

[Option 3: The account remains outstanding, and no further reporting changes have been made at this time.]

If you have legal representation regarding this matter, please provide their contact information so that all future legal correspondence may be directed to them.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]