

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

[Recipient Name]
[Recipient Address/Law Firm]
[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Request regarding [Subject/Reference Number]

Dear [Recipient Name],

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

Please be advised that we have reviewed your request and have taken the necessary steps to comply with your demands. Effective immediately, we have ceased all [communication/activity/use of materials] as specified in your correspondence.

This will be our final communication regarding this matter. We consider this issue resolved and do not intend to initiate further contact unless required by law or to provide evidence of compliance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]