

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Legal Representative]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Acknowledgment of Cease and Desist Notice - [Reference Number/Subject]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your Cease and Desist notice dated [Date of Receipt of Original Letter]. We have received your correspondence regarding [briefly state the activity, e.g., alleged copyright infringement / debt collection dispute / harassment].

Please be advised that we have reviewed your demands. In accordance with your request, we have [state action taken, e.g., ceased all communication / suspended the activity in question] while we conduct an internal investigation into the matter. This acknowledgment does not constitute an admission of guilt or liability but is an act of good faith to resolve the dispute.

Furthermore, take notice that we have officially notified the [Name of Bureau/Regulatory Body, e.g., Better Business Bureau / Consumer Financial Protection Bureau / Credit Reporting Agencies] regarding the status of this matter. A copy of this acknowledgment and our response has been filed with them to ensure a transparent record of our compliance and intent to resolve this issue through proper channels.

We request that all future communication regarding this matter be directed to [Name of Point of Contact or Legal Counsel] at [Email/Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

cc: [Name of Bureau/Agency]