

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: Notice of Acknowledgment of Cease and Desist and Intent to Pursue Legal Remedies

Account Number: [Account Number]
Total Balance Due: \$[Amount]

Dear [Debtor Name],

This letter serves as formal acknowledgment of your request to cease and desist all further communication regarding the above-referenced debt. In accordance with the Fair Debt Collection Practices Act (FDCPA), we will no longer contact you via telephone or mail for collection purposes, with the exception of the following notification.

Please be advised that as the debt remains unpaid and outstanding, [Your Company Name / Client Name] intends to pursue specific remedies to execute the collection of this balance. These actions may include, but are not limited to:

- Initiating a formal civil lawsuit to obtain a court judgment.
- Seeking the garnishment of wages or bank accounts upon obtaining a judgment.
- Placing liens against personal or real property.
- Reporting the continued delinquency to relevant credit reporting agencies.

This is an attempt to collect a debt, and any information obtained will be used for that purpose. No further warnings will be issued prior to the commencement of legal proceedings.

Sincerely,

[Your Name/Department]
[Title]