

# Cease Communication Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request that all communication from [Company Name] to me cease immediately. This includes, but is not limited to, phone calls, emails, and postal mail.

Please note that I do not wish to receive any further correspondence or marketing materials. I ask that you respect my request and remove my information from your records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]