

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Cease Communication Notice

Dear [Recipient's Name],

I am writing to formally request that you cease all communication with me effective immediately. This request is made for legal reasons, and I ask that you respect my decision to no longer engage in any form of communication, whether it be verbal, written, or electronic.

Any further communication from you will be documented and may lead to further legal action. I appreciate your understanding in this matter and expect no further contact.

Thank you for your immediate attention to this request.

Sincerely,

[Your Name]