

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: Formal Instruction to Cease Direct Communication with [Client Name]

Dear [Recipient Name],

Please be advised that I represent [Client Name] in connection with [Case Name/Matter Description].

I am writing to formally instruct you and your representatives to cease all direct communication with my client regarding this matter, whether by telephone, email, mail, or in person. This includes any agents, employees, or third parties acting on your behalf.

Pursuant to professional standards and legal protocols, all future correspondence, inquiries, or documentation related to this matter must be directed solely to my office at the address provided above.

Please confirm in writing that you have received this notice and have updated your records accordingly. Thank you for your immediate cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]