

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Opposing Party Name]
[Opposing Party Address]
[City, State, Zip Code]

Re: [Case Name or Reference Number]

Dear [Opposing Party Name],

I am writing to formally request that you cease all direct communication with me regarding the above-referenced matter.

Please be advised that I am currently represented by legal counsel. Any further correspondence, documents, or inquiries related to this case must be directed exclusively to my attorney at the following address:

[Attorney Name]
[Law Firm Name]
[Attorney Address]
[Attorney City, State, Zip Code]
[Attorney Phone Number]
[Attorney Email]

Do not contact me via telephone, email, mail, or in person regarding this legal issue. I will not respond to any future direct communications from you.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]