

{client_first_name} {client_last_name}

{client_address}

(Collection Agency)

{creditor_address}

{creditor_city}, {creditor_state} {creditor_zip}

Attn: (PERSON OR DEPARTMENT THAT CONTACTED YOU)

{curr_date}

Re: Notice to Cease Contact, Case # (ENTER CASE NUMBER IF AVAILABLE, PLUS CREDITOR INFORMATION AND ACCOUNT NUMBER)

To (PERSON WHOSE NAME APPEARS ON THE AGENCY'S NOTICE TO YOU):

(CHOOSE ONE)

Since approximately _____, I have received several phone calls and letters from you concerning an overdue account with the above-named creditor.

(OR)

On (date) I received written notice of the claimed debt, a copy of which is attached.

This is to give you notice to cease all contact with me or anyone else except the creditor about this claimed debt. Accordingly, under 15 U.S.C. Sec. 1692c, this is my formal notice to you to cease all further communications with me. If you must contact me, please do so in writing and not by telephone.

I look forward to your acknowledgement that you have received this notice by [insert a date that is two weeks from the date of this letter].

Sincerely,

{client_signature}

{client_first_name} {client_last_name}