

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Debt Collector Name]
[Debt Collector Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

Dear [Contact Person or Debt Collector Name],

I am writing to provide an update regarding the above-referenced account and to formally notify you of my rights under the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692 et seq.

Please be advised of the following updates to my contact preferences and status:

- **Cease Communication at Workplace:** My employer prohibits me from receiving personal calls at work. You are hereby notified to stop all communication with me at my place of employment.
- **Preferred Contact Method:** I prefer to be contacted via [Mail / Email / Phone Number] only.
- **Restricted Times:** Do not contact me before 8:00 AM or after 9:00 PM in my time zone.
- **Legal Representation:** [If applicable] I am now represented by an attorney regarding this matter. Please direct all future correspondence to: [Attorney Name, Address, and Phone Number].

This letter is not an admission of the validity of the debt. If you intend to continue collection efforts, please provide a full verification of the debt, including an itemized statement of the principal, interest, and any fees added.

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

Sincerely,

[Your Signature]

[Your Printed Name]