

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

[Date]

[Collection Agency Name]
[Collection Agency Address]
[City, State, Zip Code]

RE: Account Number: [Account Number]

To Whom It May Concern,

I am writing to formally request that you cease all collection activity regarding the above-referenced account and return this account to the original creditor, [Name of Original Creditor].

I do not wish to deal with a third-party collection agency regarding this matter. I intend to resolve this account directly with the original creditor. Please provide written confirmation that you have closed this file in your office and that you have returned the account to [Name of Original Creditor].

Furthermore, if you have reported this account to any credit reporting agencies, I request that you delete the entry immediately, as you no longer have the authority to collect on or manage this debt.

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]