

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name/Debtor Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Account Number: [Account Number]
Total Amount Due: \$[Amount]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request, received on [Date of Receipt], to cease and desist all further communication regarding the collection of the above-referenced debt.

In accordance with the Fair Debt Collection Practices Act (FDCPA), we will no longer contact you via telephone, mail, or any other means of personal communication concerning this matter, except as permitted by law.

NOTICE OF INTENT TO PURSUE LEGAL REMEDIES

Please be advised that while we are ceasing direct communication, the underlying debt remains valid and outstanding. Because the matter remains unresolved, this account is now being evaluated for further action. Specifically, we are notifying you of our intent to invoke the following remedy:

- The filing of a formal civil lawsuit to obtain a judgment for the full amount due, including applicable interest and legal fees.

This is the final notification you will receive before such action is initiated. No further response to this letter is required unless you wish to resolve this balance voluntarily before legal proceedings commence.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]