

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Collection Agency Name]

[Recipient Address]

[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear [Recipient Name or Claims Manager],

I am writing to formally acknowledge your notice regarding the reassignment of the above-referenced account. I have updated my records to reflect that [New Company Name] is the current party of interest.

Furthermore, this letter serves as a formal notice that I am invoking my rights under the Fair Debt Collection Practices Act (FDCPA). I hereby request that you cease and desist all further communication with me regarding this account, effective immediately.

Please note the following instructions:

- Stop all telephone calls to my residence, place of employment, or cellular phone.
- Cease all written correspondence to my physical or electronic addresses.

The only exception to this request is for you to notify me in writing that you are terminating your collection efforts or to inform me of a specific legal action you intend to take.

Thank you for your prompt cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]