

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

[Date]

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

RE: Account Number [Your Account Number]

Dear [Name of Debt Collector or Agency],

This letter is to formally confirm my request that you cease and desist all further communication with me regarding the above-referenced account, pursuant to the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c.

I am also requesting that you immediately notify the original creditor, [Name of Original Creditor], that you have been instructed to stop all communication regarding this matter and that the account is being disputed.

Please note that I am exercising my legal right to stop all forms of contact, including but not limited to phone calls, letters, and emails, to myself, my workplace, or any third parties. Any further communication from your office, other than to confirm that collection efforts have ceased or to notify me of specific legal actions, will be documented as a violation of federal law.

Please provide written confirmation within ten (10) business days that you have received this notice and that you have notified the original creditor accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]