

Subject: Formal Notice to Cease and Desist Workplace Communication

Date: [Current Date]

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

Re: Account Number [Your Account Number]

To Whom It May Concern,

I am writing this letter to formally request that you immediately cease and desist all communications with me at my place of employment regarding the above-referenced account.

Under the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c(a)(3), debt collectors may not communicate with a consumer at their place of employment if the debt collector knows or has reason to know that the employer prohibits the consumer from receiving such communication.

Please be advised that my employer does not permit me to receive personal communications or debt-related calls/mail at my workplace. Therefore, any further contact with me at my place of employment is unauthorized and a violation of federal law.

You may continue to contact me through the following methods only:

- Mailing Address: [Your Home Address]
- Personal Phone: [Your Personal Phone Number]

Please confirm in writing that you have received this notice and that you will update your records to remove my workplace contact information immediately.

Sincerely,

[Your Name]
[Your Signature (if sending by mail)]