

Date: [Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Account Number: [Account Number]

Subject: Acceptance of Cease and Desist Request Regarding Employment Contact

Dear [Debtor Name],

This letter serves as formal acknowledgment that we have received your request to cease all communications with you at your place of employment regarding the above-referenced account.

In accordance with the Fair Debt Collection Practices Act (FDCPA) and your specific instructions, we have updated our records. We will no longer contact you via telephone, mail, or in person at your place of business.

Please be advised that we will continue to communicate with you regarding this debt through the following channels only:

- Personal Mailing Address: [Debtor Home Address]
- Personal Telephone Number: [Debtor Home/Cell Number]

If you wish to discuss a resolution for this account, please contact us directly at [Collector Phone Number] during our standard business hours.

Sincerely,

[Your Name/Agent Name]
[Company Name]
[Company Address]

This communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.