

[Date]

[Debt Collector Name]
[Debt Collector Address]
[City, State, Zip Code]

Re: Account Number [Your Account Number]

Dear [Name of Debt Collector or Agency Name],

I am writing to formally acknowledge that you have been notified to cease all telephone communications to my place of employment regarding the above-referenced account.

As previously stated, my employer does not permit me to receive personal phone calls at work. Your continued attempts to contact me at my place of employment are disruptive and may jeopardize my professional standing.

Under the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c, you are prohibited from contacting a consumer at their place of employment if you know or have reason to know that the employer prohibits such communications.

This letter serves as formal notice that any future telephone contact to my workplace must stop immediately. Any further communication regarding this matter should be sent to me in writing at my home address provided below.

Please confirm in writing that you have received this notice and that my employment contact information has been removed from your calling lists.

Sincerely,

[Your Name]
[Your Home Address]
[Your City, State, Zip Code]