

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

[Date]

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

Re: Account Number [Your Account Number]

Dear [Debt Collector Name],

I am writing this letter to formally acknowledge your notice regarding the debt associated with the account number listed above.

Pursuant to my rights under the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c(c), I am requesting that you immediately cease and desist all communication with me, or any third party, regarding this debt.

Specifically, you are instructed to:

- Stop calling my home, cell phone, or place of employment.
- Stop sending written correspondence to my mailing address or email.
- Stop contacting any third parties, including family, friends, or neighbors, regarding this matter.

You may only contact me for the following reasons:

1. To advise me that your further efforts are being terminated.
2. To notify me that you or the creditor intend to invoke specified remedies which are ordinarily invoked by such collector or creditor.

Please be advised that any further communication from your company or its representatives, other than those mentioned above, will be recorded and reported to the Consumer Financial Protection Bureau (CFPB) and my State Attorney General's office. I also reserve the right to pursue legal action for any violations of the FDCPA.

Sincerely,

[Your Signature]

[Your Printed Name]