

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

[Recipient Name or Company Name]
[Recipient Department]
[Recipient Address]
[City, State, Zip Code]

RE: Account Number [Your Account Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request to cease all further communication regarding the above-referenced account. In accordance with your rights under the Fair Debt Collection Practices Act (FDCPA), we will honor this request immediately.

Please be advised that while direct communication will stop, this does not waive any legal obligations regarding the debt. We will continue to report accurate information concerning this account to the national credit reporting agencies as permitted by law.

Future updates to credit bureaus may include, but are not limited to, the current status of the account, any remaining balance, and its history of payment. We are committed to ensuring all reporting is fair and accurate under the Fair Credit Reporting Act (FCRA).

Except for specific notifications required by law or to inform you of specific legal actions, you will receive no further correspondence from our office.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Title/Company]