

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

[Date]

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

RE: Account Number [Insert Account Number]

To [Name of Debt Collector or Collection Agency],

This letter is a formal follow-up to my previous communication dated [Date of original Cease and Desist letter] regarding the above-referenced account.

I am writing to request written confirmation that you have received my Cease and Desist notice and that you have updated your records to reflect that you are to stop all communication with me regarding this alleged debt, as required by the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c.

Please provide a formal acknowledgment that:

- You have ceased all telephone calls to my home, cell, and workplace.
- You have ceased all written correspondence to my mailing address and email.
- You have noted that further contact is prohibited except for the specific legal exceptions outlined in the FDCPA.

I expect to receive this confirmation within [Number, e.g., 10] business days of the date of this letter. Failure to comply with my request to cease communication may result in formal complaints to the Consumer Financial Protection Bureau (CFPB) and the Office of the Attorney General.

Sincerely,

[Your Signature]

[Your Printed Name]