

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

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

Re: Account Number [Your Account Number]

To Whom It May Concern,

I am writing to formally request that you cease all communication with me regarding the above-referenced account, as well as any other alleged debts you claim I owe.

Under the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c(c), you must stop contacting me after receiving this written notice. This includes contact via telephone, mail, email, or any other method.

Please be advised that you are also prohibited from contacting my employer or any third parties regarding this matter.

You may contact me one final time to confirm your receipt of this letter and to notify me if you intend to take a specific legal action.

Thank you for your immediate cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]