

Urgent Request to Terminate Debt Collection

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Debt Collection Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Subject: Urgent Request to Terminate Debt Collection

Dear [Debt Collection Agency's Name],

I am writing to formally request the immediate termination of all ongoing debt collection activities regarding my account, [account number or reference number], associated with [original creditor name]. Due to [briefly explain your circumstance, e.g., financial hardship, medical issues], I am unable to continue with payments at this time.

Please cease all communication and collection efforts regarding this debt, effective immediately. I kindly ask for written confirmation that my request has been processed and that no further actions will be taken against me.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]