

Cease Contact Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Collection Agency Name]

[Collection Agency Address]

[City, State, ZIP Code]

Dear [Collection Agency Name],

I am writing to formally request that you cease all communication with me regarding the alleged debt associated with account number [insert account number], as permitted by the Fair Debt Collection Practices Act.

Please note that I do not wish to be contacted via phone, mail, or any other means regarding this matter. If you continue to contact me, I will consider taking further action.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]