

Collection Agency Name
Address
City, State Zip Code

Your Name
Address
City, State Zip Code

Re: Account Number - Your Account Number

Collection Agency Manager:

Pursuant to my rights under the Fair Debt Collection Practices Act and any other Federal, State & Local laws applicable, I am requesting that you **cease and desist** communication with me, whether at home, work or mobile, as well as anyone else you have or may communicate with regarding this alleged debt and/or all other alleged debts you claim I owe.

Please understand that you are hereby notified that if you do not comply with this request, I **will** file complaints with the Federal Trade Commission and the **Your State** Attorney General's office. Civil and criminal claims will be pursued and I will seek prosecution to the fullest extent allowable under law.

I would also like to use this letter as a warning to you and your company that I may use devices to **track** and/or **record** any further future attempts by you or your company to contact me by phone. All future phone calls made by or from your company whether answered or unanswered may be tracked and recorded as well. I may also use this information if needed to help prosecute you and your company to the fullest extent of the law(s).

Please Give this letter/notification the attention it deserves.

Sincerely,

Your Name

Fill in your applicable information where ever you see the **yellow highlighted areas**