

\_\_\_\_\_ (write your name)

\_\_\_\_\_ (write your mailing address)

\_\_\_\_\_

\_\_\_\_\_ (write today's date)

\_\_\_\_\_ (write the name of the collection agency)

\_\_\_\_\_ (write the address of the collection agency)

\_\_\_\_\_

**By Certified Mail**

Dear Sir/Madam:

Please stop all contact with me about account number \_\_\_\_\_ with

\_\_\_\_\_. (write name of bank or creditor)

The federal Fair Debt Collection Practices Act requires that you stop contacting me as soon as you receive this letter.

Sincerely,

\_\_\_\_\_ (sign your name)

\_\_\_\_\_ (print your name)