

_____ (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)