

Cease & Desist Letter

First Name, Middle Name, Last Name
Complete Address
City State Zip
Phone * Email

Date

Collection Agency Name
Address
City State Zip
Attn: Collector Agent Name

RE: Cease & Desist Collection

RE: Creditor Name
Account #: _____
Your Name: _____ (*As it appears on your account*)

Dear Collection Agent:
Effective today, 00/00/0000, please **Cease & Desist** all collection efforts and contact with me regarding the above-captioned account.

(State the reason you want the collection contact to cease. For example: Harassing phone calls; abusive contact from debt collector; collection of a debt that does not belong to you; etc. Be specific with names of collectors, dates, times and quotes from conversations.)

Yours truly,

Your Signature

Maintain a File:

- 1) Make a copy for your files of the letter you send to the collector.
- 2) Send your letter by **Certified Mail, Return Receipt**.
- 3) Attach all postal receipts to your copy of the letter and place in your file.