

# NOTICE TO CEASE AND DESIST

[Date]

[State your name and address]

[State the name of the collection agency and its address]

[State your account number]

Open with "Dear [insert name of debt collector]:"

*[For the body of the letter, state what you want them to do and that it is your right to ask. ]*

This letter is in response to phone calls I've been receiving from you. As is my right under the Fair Debt Collection Practices Act (FDCPA), I am formally requesting that you immediately cease and desist all communication with me and my friends or members of my family immediately.

Any further contact by your company other than a letter stating that you received this letter or one stating what specific action you intend to take will be a violation of my rights according to the FDCPA, and I will file a complaint with the Attorney General's office.

Thank you for your prompt response to this request."

Close with "Sincerely, [insert your full name]."

# How To Send A Cease And Desist Letter

**Yi-Tong Ma**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the author's name.

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