# NOTICE TO CEASE AND DESIST

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

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

[State your account number]

[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**

**R Bogdan** 

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