

Sample Cease and Desist Letter

John Consumer
1234 Main St
Anytown, CA 99999
Account number 111111111
January 18, 20X0

XYZ Collection Agency
211 Grand Ave
Northtown, NV 55555

Dear XYZ Collection Agency:

For approximately three months, I have received multiple phone calls and letters from your company concerning my account. Under the rights granted to me by the Fair Debt Collection Practices Act, 15 USC 1692c(c), I am asking you to cease all forms of communication with me, except for the reasons specifically set forth by federal law. If you fail to comply with this request, I will report your company to the Federal Trade Commission.

Sincerely,

John Consumer