

Sample Cease-and-Desist Letter

Your Name
Your Address
City, State, Zip

Date Letter Mailed

Via Certified Mail (include certified mail tracking number)

Collector's Name
Collector's Address
City, State, Zip

Re: Account Number or Any Reference Number From Their Communication

Sir or Madam:

I request that you cease all communication with me at home, at work, and everywhere else. This request is made pursuant to the Fair Debt Collection Practices Act and the Massachusetts Consumer Protection Act.

If you continue to contact me, I will take all necessary legal action to assert my rights against you.

Sincerely,

Sign your name
Print your name