January 1, 2018

[NAME COLLECTION COMPANY EMPLOYEE]

[COLLECTION COMPANY]

[ADDRESS 1]

[ADDRESS 2]

[CITY], [STATE] [ZIP]

**Re: CEASE AND DESIST FROM COLLECTIONS**

Dear [COLLECTION COMPANY EMPLOYEE],

On [INSERT DATE OF COLLECTION NOTICE], you or someone from [COLLECTION COMPANY] contacted me and claimed that I owe a debt to [PERSON OR COMPANY] with the account number [ACCOUNT NUMBER]. I do not believe that I owe this debt and I dispute it. Your conduct has caused me to suffer severe humiliation, embarrassment, emotional distress, and physical discomfort. By harassing me regarding this alleged debt, [COLLECTION COMPANY] has violation 15 USC 1692(c) of the Fair Debt Collection Practices Act.

Therefore, I demand that you cease and desist from contacting me about this alleged debt as soon as possible and no later than 15 days from the receipt of this letter or face severe legal consequences. The foregoing demand is made without waiving any of my other rights and remedies available to me by applicable law, all of which rights and remedies are hereby reserved by me. I am hopeful that this matter can be resolved amicably and anticipate your prompt cooperation.

If you anticipate any delays or have any questions regarding this matter, please contact me via email at [YOUR EMAIL ADDRESS] or via phone at [YOUR PHONE NUMBER].

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[YOUR NAME]

[YOUR TITLE]

[Enclosure:] (You may choose to include the collection notice you have received)