. YOUR NAME .
. Your address .

. City, state, zip code .
. Phone number .

CEASE AND DESIST LETTER

[creditor address]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CERTIFIED MAIL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RETURN RECEIPT REQUESTED

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tracking number

Date:

RE: Account Number:

To Whom it May Concern:

With this letter I hereby request that you CEASE and DESIST any and all telephone calls. Please put any attempts to collect on the above referenced account in writing.

You are hereby instructed to cease all collection efforts immediately or face legal sanctions under the Federal Fair Debt Collections Practices Act, 15 U.S.C. Sections 1692c and 1692k, which is incorporated and made applicable to creditors like your company by the Rosenthal Collection Practices Act, California Civil Code Section 1788.17.

PLEASE MARK YOUR FILES ACCORDINGLY.

Thank you in advance for your anticipated cooperation in this matter.

Sincerely,

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

[your name]