**Cease and Desist Letter Template**

Prepared for:

​[Client.FirstName][Client.LastName]  
​[Client.Company]​

Created by:

​[Sender.FirstName][Sender.LastName]  
[Sender.Company]

To whom it may concern,

Pursuant to my rights under federal debt collection laws, I am requesting that you cease and desist communication with me and all individuals pertaining to myself as of notification date.  In relation to this and all other alleged debts claimed to be owed in regard to account number previously mentioned.

You are hereby notified that if you do not comply with this cease and desist request, complaints will be filed with the federal trade commission as well as [Sender.State] Attorney General’s office. Civil and criminal claims will be pursued for further attempts. Notifications are included but not limited to those mentioned below. I thank you for your cooperation in this manner.

* Email
* Phone
* Mail
* Text Message

[Sender.Company] [Client.Company]

Signature Signature

MM/DD/YYYY MM/DD/YYYY

[Sender.FirstName][Sender.LastName] [Client.FirstName][Client.LastName]