

*Fair Debt Collection Letter*

To: \_\_\_\_\_

Name of Collection Agency

\_\_\_\_\_

Address

\_\_\_\_\_

City, State

Zip Code

Date: \_\_\_\_\_

**BY CERTIFIED MAIL**

**RETURN RECEIPT REQUESTED**

To Whom It May Concern:

Please stop contacting me about collection of account \_\_\_\_\_ with  
Account Number \_\_\_\_\_  
\_\_\_\_\_ (Creditor).

The federal *Fair Debt Collection Practices Act* **requires** you to stop contacting me as soon as you receive this letter.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State

Zip Code