

*“Cease Calling” Letter to Collection Agencies*

This letter should be sent to 3<sup>rd</sup> party collection agencies. Upon receipt of this letter, 3<sup>rd</sup> party collection agencies must stop calling you and are permitted to contact you only to notify by mail of further collection activity, including obtaining a judgment.

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
**[Date]**

**[Complaint Department]**  
**[Name of Credit Reporting Agency]**  
**[Street Address]**  
**[City, ST ZIP Code]**

To whom it may concern:

I have been contacted by your company about a debt you allege I owe. I am instructing you not to contact me further in connection with this debt. Under the Fair Debt Collection Practices Act, a federal law, you may not contact me further once I have notified you not to do so.

Sincerely,

**[Your Name]**