

Your Name  
Your address  
City, State, ZIP

VIA CERTIFIED MAIL# 0000 0000 0000 0000 0000

Month, Day, Year

XYZ Collection Agency  
Address  
City, State, ZIP

RE: Account # \_\_\_\_\_/Original Creditor's Name/Amount claimed owed

I am writing to you to request that you stop communications to me regarding the above listed account with ----- . The Fair Debt Collection Practices Act, 15 U.S.C. §1692c(c), requires that you honor my request.

Your cooperation will be greatly appreciated.

Sincerely,

Chris Consumer