

<your name>
<your address>

<date>

<debt collector company name>
<debt collector's address>

Re: <your name and debt collector's account number(s) for your debt(s)>

Dear <debt collector>:

Pursuant to my rights under the state and federal fair debt collection laws, I hereby request that you immediately cease all written and oral contact with me, and my family and friends, concerning any and all alleged debts you contend I owe.

My employer prohibits me from receiving your calls or letters at work, and such contacts are embarrassing and inconvenient for me. Therefore, please also refrain from contacting my workplace in any manner.

Thank you for your cooperation in this matter.

Sincerely,

<your signature>

<print your name>