

## Sample Cease and Desist Letter

Your Name  
Your Address  
City, State ZIP

(Sent via Certified Mail with Return Receipt)

Date:

Re: Account #

Collection Agency  
Address  
City, State ZIP

Pursuant to the Fair Debt  
Collection Practices Act, 15 U.S.C. section 805., you are hereby  
notified to cease and desist all  
further communication with me in regard to the referenced debt.

Failure to abide by this law will result in a complaint being filed  
against you with the Federal Trade Commission, the Attorney General  
of both your state and mine, and also your own company management. I  
also reserve the right to file suit against you for any future  
violations of this law. I will  
record any phone calls if you fail to comply with this cease and  
desist.

Sincerely,

Your Name