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Rural Law Center of New York, Inc.

## **SAMPLE LETTER TO COLLECTION AGENCY TO CEASE CONTACT**

**The following page is a sample of a letter that you can send to a collection agency if you wish to have them stop contacting you.**

**Be sure to keep a copy of your letter and always send a letter like this "Certified with a Return Receipt". If you need help with the mailing, just ask at any post office.**

Your Name and Address Here

Date

**CERTIFIED MAIL, RETURN RECEIPT REQUESTED**  
**NO. \_\_\_\_\_**

Collection Agency's Name and Address

RE: Account Number

Dear Sir/Madam:

I am writing in regards to the above-referenced debt to inform you that I am disputing this debt. Please verify the debt in writing as required by the Fair Debt Collection Practices Act.

I do not wish to receive further telephone calls or letters concerning this debt. Aside from verifying this debt in writing, do not contact me. The Fair Debt Collection Practices Act requires you to respect this request. See 15 U.S.C. §1692(c).

Thank you for your attention to this matter.

Sincerely,

Jane Doe  
PO Box 000  
Sometown NY 10000