

Cease And Desist Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

On ___/___/____, an employee of yours that was calling on behalf of your company called and notified me that I owe a debt to _____ under the account number # _____.
I am writing this letter for you to take note that I am disputing this debt claim and that I do not believe that I owe this balance that has been brought to my attention on the above mentioned date.

The continuous harassing calls have caused me to suffer embarrassment, humiliation and emotional distress along with some physical discomfort. Any future unsolicited calls will be reported as a violation of 15 USC 1692c of the Fair Debt Collection Practices Act for debt harassment and unfair collection efforts in the attempt of collecting the above mentioned debt that I am not responsible for and do not owe.

I HEREBY DEMAND THAT YOU CEASE AND DESIST all future calls and correspondence with me and that you update your records immediately to indicate that I do not owe you any money. If action is not taken by you to cease and desist within ___ days from the receipt of this letter legal action will be taken to resolve this issue in a timely manner. Your company will also be reported under the Fair Debt Collection Practices Act.

Best regards,
[Your Signature]