

***Fair Debt Collection Letter***

To: \_\_\_\_\_

Name of Collection Agency

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

Date: \_\_\_\_\_

**BY CERTIFIED MAIL**

**RETURN RECEIPT REQUESTED**

To Whom It May Concern:

Please stop contacting me about collection of account \_\_\_\_\_ with  
Account Number \_\_\_\_\_  
\_\_\_\_\_  
(Creditor).

The federal *Fair Debt Collection Practices Act* **requires** you to stop contacting me as soon as you receive this letter.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code