

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

Debt Collection Company: \_\_\_\_\_

Address: \_\_\_\_\_

**Sent Via Certified Mail, Return Receipt Requested**

Re: Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Dear Sir/Madam:

I am writing in response to your letter/phone call. I do not believe I owe what you say I owe. I am disputing this debt.

I formally request that you CEASE and DESIST all your efforts to collect on the above referenced account and debt.

You are hereby instructed to stop all collection efforts immediately. This request includes phone calls, letters, faxes, third party contacts, internet, calling my place of employment, contacting my friends, neighbors or family members.

Do NOT contact me, my relatives, friends or work place in any way after you receive this letter.

GIVE THIS LETTER THE IMMEDIATE ATTENTION IT DESERVES.

Signed,

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Your Name Printed)

**REMEMBER: (1) KEEP A COPY OF THE LETTER AFTER YOU HAVE SIGNED IT  
(2) MAIL THE LETTER BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED**