

\_\_\_\_\_

Date

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Agency Address

\_\_\_\_\_  
Agency City, State and Zip Code

**Re: Account Number** \_\_\_\_\_

Dear Sir or Madam:

I am writing to request that you stop communications to me about account number \_\_\_\_\_ with \_\_\_\_\_  
(creditor) as required by the Fair Debt Collection Practices Act, 15 U.S.C. 1692c(c). I am also requesting that you provide me with verification of this debt.

Your cooperation will be appreciated.

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and Zip Code