



Collector/Creditor Stop the Calls

Date
Creditor/Collection Agent Name
Creditor/Collection Agent Address
Account #: _____

Dear Creditor/Collection Manager:

Upon receipt of this notice, please update your records to reflect that you are no longer authorized to contact me by telephone, as the collection calls are negatively affecting my _____ (choose any that apply: employment, living situation, health).

I understand that you must continue your collection practices and processes; however, I will only accept collection activity in written form, via mail, to the address below.

Please update your records regarding no telephone collection calls on my account. Thank you for your cooperation.

Sincerely,
Your name and address

Instructions:

1. Type or print the letter very neatly and clearly, and do NOT include your phone number.
2. Mail your letter to the creditor/debt collector address listed on the most recent collection notice.
3. Send the letter certified mail (with a return receipt) to make sure it is received.
4. Keep a copy of the letter and document any correspondence from the debt collector/creditor.
5. Keep opening your mail. Watch for updates regarding your account from the creditor/debt collector.

MOVE FORWARD – REGAIN CONTROL

This information sheet is not intended as legal advice.
Please seek legal advice from an attorney on any legal questions you may have.



Stop Contact Letters & Calls for 3rd Party Debt Collectors

Date
3rd Party Collection Agent Name
3rd Party Collection Company Address
Account #: _____

Dear Creditor/Collection Manager:

I have been receiving telephone calls and letters from you concerning _____.

Under 15USCA 162 c(c) of the Fair Debt Collection Practices Act, this is my formal notice for you to discontinue all telephone calls and letters except for those permitted by federal law.

Sincerely,
Your name and address

Instructions:

1. Type or print the letter very neatly and clearly, and do NOT include your phone number.
2. Mail your letter to the creditor/debt collector address listed on the most recent collection notice.
3. Send the letter certified mail (with a return receipt) to make sure it is received.
4. Keep a copy of the letter and document any correspondence from the debt collector/creditor.
5. Keep opening your mail. Watch for updates (permitted by federal law) regarding your account from the creditor/debt collector.

RESOURCES

Federal Trade Commission www.consumer.ftc.gov/articles/0149-debt-collection for “Debt Collection” and more consumer protection information

Legal Services Corporation Law Help www.lawhelp.org or call (202) 295-1500 for referrals to local legal aid and public interest law offices, legal rights and more

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