

Date _____

(From)

(To)

RE: _____

Dear _____,

I am formally writing to request that your firm (or any agency hired by your firm) no longer contact me at my place of employment:

My employer requests calls, such as yours, must cease, and under the terms of the 1977 Federal Fair Debt Collection Practices Act, I formally demand all such calls to my place of employment cease. You will please take note that this letter was mailed certified mail, so I have proof that you are in receipt of this letter should legal action against you become necessary on this matter.

I am willing to pay the debt I owe you, and I will be in touch soon to work out arrangements.

Feel free to contact me at my home between _____ a.m. and _____ p.m. at the following number, _____ or by mail at my home address:

Please give this matter the attention it deserves.

Sincerely,

(Signature)