

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Date]

[Name of Debt Collector/Creditor]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Account Number [Insert Account Number]**

Dear [Name of Contact Person or Debt Collector],

I am writing to you regarding the above-referenced account. Please be advised that it is inconvenient for me to receive telephone calls regarding this matter.

Pursuant to my rights under the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, I am formally directing you to cease all telephone communications with me at any number, including my home, cellular, and workplace phones.

Effective immediately, all future communications regarding this account must be conducted exclusively in writing via the United States Postal Service. Please send all correspondence to the address listed at the top of this letter.

Failure to comply with this request may result in a formal complaint filed with the Consumer Financial Protection Bureau (CFPB) and the Office of the Attorney General. Please confirm in writing that you have received this notice and will comply with this directive.

Sincerely,

[Your Signature]

[Your Printed Name]