

Date: [Date]

TO:

[Name of Creditor/Collection Agency]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Legal Representation and Directive to Cease Communication

Account Name: [Client Name]

Account Number: [Account Number]

To Whom It May Concern,

Please be advised that this law firm represents [Client Name] regarding the above-referenced account and all matters related to the alleged debt.

Pursuant to the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c, and any applicable state laws, you are hereby notified to **cease all direct communication** with our client. This includes, but is not limited to, telephone calls, written correspondence, invoices, billing statements, and electronic mail.

All future communications regarding this account, including any verification of debt or settlement offers, must be directed solely to this office at the address provided below:

[Law Firm Name]

[Attorney Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Any further direct contact with our client will be documented and may be considered a violation of federal and state consumer protection laws.

Sincerely,

[Attorney Signature]

[Printed Name]