

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

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Debt Collection Agency Name]
[Address]
[City, State, Zip Code]

RE: Notice of Representation and Cease and Desist Communication

Account Number: [Account Number]
Debtor: [Client Name]
Total Alleged Debt: [Amount]

To Whom It May Concern,

Please be advised that this office represents [Client Name] regarding the above-referenced account and all alleged debts being sought by your agency.

Pursuant to the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c(a)(2), you are hereby notified that my client is represented by legal counsel. Consequently, you are required to cease all direct communication with my client, whether by telephone, mail, email, or in person.

All future communications regarding this matter must be directed solely to my office at the address provided above. This includes any notices, demands for payment, or legal documentation.

Furthermore, pursuant to 15 U.S.C. § 1692c(c), this letter serves as a formal demand that you cease all further communication with my client regarding this debt, except as permitted under the specific exceptions outlined in the FDCPA.

Any further direct contact with my client will be considered a violation of federal law and may result in legal action against your agency.

Please confirm receipt of this notice in writing.

Sincerely,

[Attorney Signature]

[Attorney Name]