

[Your Name/Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[Phone Number]  
[Date]

[Debt Collector Name]  
[Debt Collector Address Line 1]  
[Debt Collector Address Line 2]

**RE: NOTICE OF REPRESENTATION AND CEASE AND DESIST**

**Account Number:** [Account Number]  
**Creditor:** [Original Creditor Name]  
**Consumer:** [Client Name]

To Whom It May Concern,

Please be advised that my firm has been retained to represent [Client Name] regarding the above-referenced account and alleged debt.

Pursuant to the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. § 1692c(a)(2), you are hereby notified that you are to cease all direct communication with my client. All future communications regarding this matter must be directed to my office at the address listed above.

Furthermore, it has come to our attention that your firm may have violated provisions of the FDCPA, specifically [cite specific sections, e.g., § 1692d, § 1692e, or § 1692f], by engaging in the following conduct: [briefly describe the violation, e.g., calling before 8:00 AM, using profane language, or misrepresenting the amount of debt].

Demand is hereby made that you provide a complete validation of this debt as required by 15 U.S.C. § 1692g. This should include:

- Verification of the amount currently owed.
- The name and address of the original creditor.
- Proof of your legal authority to collect this specific debt.

Failure to comply with the FDCPA may result in legal action, including statutory damages, actual damages, and attorney's fees. Please confirm in writing that you have received this notice and that you will henceforth communicate only with this office.

Sincerely,

[Your Signature]  
[Your Typed Name]  
[Law Firm Name]