[Your Name]
[Your Address]
[Your City, State, Zip Code]

[Date]

[Debt Collector Name]
[Debt Collector Address]
[City, State, Zip Code]

RE: Notice of Representation
Account Number: [Your Account Number]

Dear [Debt Collector Name],

Please be advised that I am being represented by legal counsel in connection with the above-referenced account and any other matters involving my debts.

My attorney's contact information is as follows:

[Attorney Name]
[Law Firm Name]
[Attorney Address]
[Attorney Phone Number]

In accordance with the Fair Debt Collection Practices Act (FDCPA), 15 U.S.C. $ 1692c(a)(2), you are hereby directed to cease all direct communication with me regarding this debt.

All future communications, including telephone calls and written correspondence, must be directed solely to my attorney at the address or phone number listed above.

Sincerely,

[Your Signature]
[Your Printed Name]