

INSTRUCTIONS

Send a Letter to a Debt Collector to Tell Them to Stop Contacting You

This letter tells a debt collector to stop contacting you. You may make as many copies of this form as you need.

To use this form:

1. Fill out the form.

- ▲ Fill in your address and the date on the top right side.
- ▲ Fill in the debt collector's address on the left side.
- ▲ Fill in your name as the “debtor.”
- ▲ Fill in the creditor's name. This is the name of the company that you owe money. It is not the debt collector.
- ▲ Fill in your account number. You can find this number on any letters or notices the debt collector sent you.
- ▲ Sign your name at the end of the letter.
- ▲ Print your name below your signature.

2. Copy the form.

You need to keep a copy of the filled-out letter for your records.

3. Mail the letter.

If possible, you should use certified mail and ask for a return receipt. This proves that the debt collector got the letter. Do not send them these instructions.

4. Keep your copy of the letter and the return receipt in a safe place.

If the debt collector contacts you after they get the letter, you can sue them. You will need the letter and return receipt to prove they got the letter.

Date: _____

Re: Debtor: _____
Creditor: _____
Account #: _____

Dear Sir or Madam:

Your company has recently contacted me in regards to the above-referenced alleged debt. At the present time I am unable to pay anything because of my poverty.

Accordingly, pursuant to the provisions of the federal Fair Debt Collections Practices Act, 15 U.S.C. sec. 1692, *et seq.*, I hereby demand that you cease any further attempts to contact me, my family, or any third party regarding this alleged debt.

Should you fail to comply with this instruction, I am prepared to pursue your violations of the Fair Debt Collections Practices Act in federal court.

This is not in any way an acknowledgement that I owe this alleged debt.

Yours truly,
