

Date _____

RE: _____

Dear _____,

I am writing to formally request that, in accordance with the 1977 Federal Fair Debt Collection Practices Act, your firm (or any agency hired by your firm) no longer contact me at my place of employment, _____.

Please take note that this letter was mailed certified mail, return receipt requested, so that I will have proof that you are in receipt of this letter should legal action against you become necessary.

I am willing to pay the debt I owe you, and I will be in touch soon to work out arrangements.

Feel free to contact me at my home between _____ a.m. and _____ p.m. at the following number: _____,

or by mail at my home address:

_____.

Please give this matter your immediate attention.

Sincerely,
