Your Name

Your Address

Your Address

DATE

ABC Collections

123 Main Street

Milwaukee, WI 53129

Re: Request to Terminate Contact [if applicable: and Dispute Debt]

Account #XXXXXX

Dear [Debt collector name],

I am responding to your contact about a debt you are attempting to collect. You contacted me by [phone/mail], on [date]. You identified the debt as [any information they gave you about the debt].

**Please stop all communication with me and with this address about this debt.**

Pursuant to federal laws, contact must cease as of the date of this letter. At this time, please stop any and all communications with me, with this address, and with my associated telephone numbers about this debt. I am aware your company may respond to confirm you have received this communication and may also notify me if any legal action is taken.

[If you dispute the debt, include the following:] Record that I dispute having any obligation for this debt. If you forward or return this debt to another company, please indicate to them that it is disputed. If you report it to a credit bureau (or have already done so), also report that the debt is disputed.

Thank you in advance for your cooperation.

Respectfully,

Your Signature

Your Name