

**Debt Collector MUST contact my attorney**

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**First Name, Middle Name, Last Name  
Complete Address  
City State Zip  
Phone \* Email**

Date

Collection Agency Name

**RE: Contact my Attorney**

Address

City State Zip

Attn: Collector Agent Name

RE: Creditor Name

Account #: \_\_\_\_\_

Your Name: \_\_\_\_\_ *(As it appears on your account)*

Dear Collection Agent:

Effective today, 00/00/0000, please **Cease & Desist** all collection efforts and contact with me regarding the above-captioned account. You may direct all contact with my attorney:

**John J. Jones, Esq.  
The Jones Law Firm  
123 Main Street  
Anytown, USA 00000  
000-000-0000**

Yours truly,

*Your Signature*

**Maintain a File:**

- 1) Make a copy for your files of the letter you send to the collector.
- 2) Send your letter by **Certified Mail, Return Receipt**.
- 3) Attach all postal receipts to your copy of the letter and place in your file.
- 4) Provide a copy of your letter to your attorney.

