Certified Mail Number: xxxx xxxx xxxx xxxx xxxx

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| --- | --- |
| To:  ATTENTION: C.F.O. of  COMPANY NAME HERE  1234 THEIR ADDRESS ST.  CITY, ST 12345  **Respondent / LIBELLEE** | From:  First-Middle: Last  c / o 1234 Your Address Street  City / Town, State, nearby [12345]  non-domestic  **Libellant** |

Date Goes Here, 2022

**CEASE AND DESIST NOTICE**

Dear Mr. / Ms. C.F.O.:

Throughout the time frame of Month It Began, 2022 to the present day, your company has repeatedly contacted me, claiming that I owe a debt under COMPANY NAME HERE account number xxxxxxx. I do not believe that I still owe this debt after your receipt of my presentment on or around the date of Date They Received It containing debt instruments as well as instructions for the setoff, settlement, and closure of this account. Further, I have requested that you validate the claim that this debt has not yet been settled, set off, and closed by affidavit under full commercial liability, but you have disregarded these repeated attempts to validate the debt.

Such conduct from your company has caused me to suffer severe humiliation and embarrassment, emotional distress, and physical discomfort as well as other private and/or commercial damages. You have violated 15 U.S.C. § 1692(c) of the Fair Debt Collections Practices Act and breached your duties as fiduciary trustee by harassing me regarding this debt.

I demand that you cease and desist of this activity as soon as possible within fifteen **(15)** days from your receipt of this Notice. This includes eliminating this account from your records, discontinuing and retracting reports to any and all credit reporting bureaus, and ceasing any and all communications to me. If action is not taken by you to cease and desistwithin the given time frame, I will have no choice but to take appropriate legal action against your firm.

Kindly govern yourself accordingly.

Respectfully

Without Prejudice,

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|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First-Middle: Last  **Attorney in Fact** |