

Certified Mail Number:

To:

ATTENTION: C.F.O. of

Name of Company

Address

City, State, Zip

Respondent/LIBELLE

From: First-Middle: Last Libellant

C/O Address

City, State, nearby [zip code]

Non-Domestic

Date:

Dear Mr. or Mrs. (CFO Name) _____

Throughout the time frame of (ENTER THE MONTH AND DATE THE ACCOUNT WAS OPENED) to the present day, your company has repeatedly contacted me/us, claiming that I owe a debt under **COMPANY NAME** account number **XXXXXXX**. I do not believe that I owe this debt, and I have disputed it and allowed you appropriate time to show evidence of this debt to be valid, but you have disregarded these repeated requests to validate the debt.

Such conduct from your company has caused me to suffer severe humiliation and embarrassment, emotional distress, and physical discomfort. You have violated **15 USC § 1692(c) of the Fair Debt Collection Practices Act** by harassing me regarding this debt. This letter serves as a formal demand for the immediate cessation of [specific activity] within **fifteen (15) days** of your receipt of this notice. Specifically, you are required to:

- Remove my account from your records.
- Discontinue and retract any reports made to credit reporting bureaus.
- Cease all forms of communication with me, including mail and other correspondence.

Your company remains liable for commercial copyright infringement, and I reserve the right to initiate prosecution accordingly. For your reference, I have attached a copy of the invoice along with other relevant documents, including a **Final Demand for Payment**.

Please ensure compliance with this request without further delay.

Respectfully,

Without Prejudice,

Last: First-Middle

Secured Party & Creditor,

Attorney in Fact