This material is provided to answer general questions about the law in New York State. The information and forms were created to assist readers with general issues and not specific situations, and, as such, does not replace the legal advice or representation of an attorney. Because of this and because of unanticipated changes in the law, the Rural Law Center of New York (RLC) makes no claim that this information will achieve the results you desire. Also, the RLC disclaims any responsibility for actions taken based on this material. If you are seeking advice about a specific legal issue, you should contact an attorney licensed to practice in New York State.

You may contact the Rural Law Center of New York, Inc. as follows:
BY MAIL: 22 U.S. Oval, Suite 101, Plattsburgh, New York 12903
PHONE: (518) 561-5460
FAX: (518) 561-5468
OR VISIT OUR WEBSITE: www.rurallawcenter.org

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SAMPLE LETTER TO COLLECTION AGENCY TO CEASE CONTACT

The following page is a sample of a letter that you can send to a collection agency if you wish to have them stop contacting you.

Be sure to keep a copy of your letter and always send a letter like this “Certified with a Return Receipt”. If you need help with the mailing, just ask at any post office.
CERTIFIED MAIL, RETURN RECEIPT REQUESTED

NO. __________________

Collection Agency’s Name and Address

RE: Account Number

Dear Sir/Madam:

I am writing in regards to the above-referenced debt to inform you that I am disputing this debt. Please verify the debt in writing as required by the Fair Debt Collection Practices Act.

I do not wish to receive further telephone calls or letters concerning this debt. *Aside from verifying this debt in writing, do not contact me.* The Fair Debt Collection Practices Act requires you to respect this request. See 15 U.S.C. §1692(c).

Thank you for your attention to this matter.

Sincerely,

Jane Doe
PO Box 00
Sometown NY 10000