

Certified Mail Number:

To:

ATTENTION: C.F.O. of

**Name of Company**

**Address**

**City, State, Zip**

**Respondent/LIBELLE**

From:

**First-Middle: Last**

**C/O Address**

**City, State, nearby [zip code]**

Non-Domestic

**Libellant**

Date:

Dear Mr. or Mrs. (CFO Name) \_\_\_\_\_

Throughout the time frame of October, 2016 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.

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 my account from your records, discontinuing and retracting reports to any and all credit reporting bureaus, and ceasing any and all communications to us by mail and otherwise. If action is not taken by you to **cease and desist** within the given time frame, I will have no choice but to take appropriate legal action against your firm. I may still choose to prosecute for commercial copyright infringement for which your company is hereby liable. A copy of the invoice and other pertinent documents is attached for your records along with a Final Demand for Payment.

Kindly govern yourself accordingly.

Respectfully,  
Without Prejudice,

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Last: First-Middle  
Secured Party & Creditor,  
Attorney in Fact