

RE Account Number:

Dear Sir or Madam:

As required by the Fair Debt Collection Practices Act, 15 USCA 1692c(c), I am writing to inform you not to contact me at home by telephone or my place of business concerning the account you are holding. It is inconvenient to receive calls at home from your company and I am afraid if you contact me at work, by telephone, it will jeopardize my job.

I am experiencing a hardship, and hope to settle this matter with your company soon.

Very truly yours,

Client Name _____

Client Signature _____

Co-Client Name _____

Co-Client Signature _____