

{PSR LETTER TO CREDITOR}

Do **NOT** put this on YOUR letter

(your) **Name** ← **START HERE**
(your) Address
(your) City, State [Zip Code]
(your) Telephone

(today's) Date

To: (respondent) John Doe
(debt collector) DEWEY CHEATUM & HOWE
(debt collector's address) 0002 Milkum 'till they're dri(ve)
(debt collector's) City, State Zip Code
(debt collector's) (800) Telephone

Re: (debt collector's) COLLECTION LETTER, ACCOUNT # (your Account # here)
CEASE AND DESIST!

Dear John (whatever the respondent's name is),

As a consequence of your telephone call of: (date of conversation), the party whose name appears below is hereby making written notice upon you in the nature of any and all applicable federal and state laws regarding debt practices and telephone harassment that **you** ("notice upon the principal is notice upon the agent" and "notice upon the agent is notice upon the principal") are to cease and desist (or in other words, **STOP!**) any verbal communication with the party whose name appears below, by telephonic communication whether the party is at home, at their place of business, or anywhere else regarding the herein referenced account numbered: (XXXXXXXXXXXX).

If there is any further need for communication with the party whose name appears below, please do so by putting your question(s) or concern(s) in writing and directing them to the address herein referenced.

Cordially,

(sign your name here)
(type your name here)