Communication Preference / Stop Calling at Work Letter

Sent to a debt collector to limit how, when, or where they contact you.

DATE

YOUR INFORMATION

YOUR FULL NAME

YOUR MAILING ADDRESS

CITY, STATE, ZIP

PHONE (OPTIONAL)

COLLECTOR INFORMATION

COLLECTOR NAME

COLLECTOR MAILING ADDRESS

ACCOUNT NUMBER

To Whom It May Concern:

I am writing regarding the account referenced above. I do not want all contact to stop, but I am asking you to limit how, when, or where you contact me going forward.

PREFERRED CONTACT METHOD (PHONE / MAIL / EMAIL)

TIMES/PLACES TO AVOID (E.G., WORK NUMBER)

Please update your records to reflect this preference.

Sincerely,

SIGNATURE

PRINTED NAME

ReliefGuardian

How to Use This Communication Preference / Stop Calling at Work Letter

When to Use It

Sent to a debt collector to limit how, when, or where they contact you.

Step-by-Step Instructions

1. Fill in your information and the collector's information.
2. State clearly which contact method or location you want the collector to avoid (for example, your workplace number).
3. State your preferred contact channel instead.
4. Send by a method that provides delivery confirmation and keep a copy.

Documentation Checklist

- [ ] Copy of this letter kept for your records
- [ ] Sent by a method that provides delivery confirmation
- [ ] Date sent noted below

What to Do With It Once Complete

Mail to the collector and keep a copy for your records in case the preference is not honored.

Documentation Log

Use this section to log your request after you send it. Keep it for your own records — it is not part of the letter and should not be mailed.

DATE SENT	METHOD OF DELIVERY

Important

This letter limits a contact method — it is distinct from the full Stop Contacting Me letter, which requests that all contact stop.

Related guide: **Debt Collection** — https://www.reliefguardian.com/debt-collection