Stop Contacting Me Letter

Sent to a debt collector to request that all further contact stop.

DATE

YOUR INFORMATION

YOUR FULL NAME

YOUR MAILING ADDRESS

CITY, STATE, ZIP

PHONE (OPTIONAL)

COLLECTOR INFORMATION

COLLECTOR NAME

COLLECTOR MAILING ADDRESS

ACCOUNT / REFERENCE NUMBER

ORIGINAL CREDITOR, IF KNOWN

To Whom It May Concern:

I am responding to your communications regarding the account referenced above. Please cease all further communication with me regarding this debt.

This request applies to communications with me at my mailing address, telephone number, email address, and through any other communication channel. Please update your records accordingly.

Thank you for your cooperation.

Sincerely,

SIGNATURE

PRINTED NAME

ReliefGuardian

How to Use This Stop Contacting Me Letter

When to Use It

Sent to a debt collector to request that all further contact stop.

Step-by-Step Instructions

1. Fill in your information and the collector's information from the collection notice.
2. Review the letter to confirm the collector and account details are correct.
3. Sign and date the letter — you do not need to explain your reason.
4. Make a copy of the signed letter for your records.
5. Send by a method that provides delivery confirmation, such as certified mail.

Mailing & Documentation Checklist

- ☐ Signed and dated letter
- ☐ Copy kept for your records
- ☐ Collector mailing address verified
- ☐ Delivery-confirmation method used

What to Do With It Once Complete

Mail the letter to the collector using a method that provides delivery confirmation, and keep a copy along with proof of mailing for your records.

Delivery Tracking

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	DELIVERY METHOD
TRACKING NUMBER	**FOLLOW-UP NOTES**

Important

Telling a debt collector to stop contacting you does not cancel the debt. The collector may still take other lawful action, such as reporting the debt or filing a lawsuit.

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

Last Verified: August 2026 | This resource is for general educational purposes and is not legal, financial, or tax advice.