



John Smith  
123 Address  
Chicago, IL 60007  
301.222.2222

Chase Bank  
123 Broadway  
New York, NY 10003  
03/1/19

Dear Sir,

Re: 12345

This letter is to request that your collection agency not contact me in order to collect payments on the above mentioned account. I am interested in working out a plan with the original creditor regarding my payments.

I hereby request that your collection agency stop collection efforts immediately. Your non-compliance with this request will put you in violation of the Fair Debt Collection Practices Act and my state's consumer protection laws.

Sincerely,

John Smith