

John & Jane Doe

January 1, 2010

XYZ Creditor Company
123 Main St.
Anytown, CA 91914

RE: Debtors: Jane Doe and John Doe
Social Security Numbers: XXX-XX-XXXX; YYY-YY-YYYY
Your Account No. _____
The original Creditor's account Number: _____
Bankruptcy Case No. _____

Dear Creditor:

The purpose of this letter is to ask that you not contact me by telephone or at my place of employment concerning the above referenced matter. Your contacting me at my place of employment is detrimental to my employment with my employer. So I respectfully request that you not contact me at my place of employment.

I further request that you please refrain from communicating with my by telephone. I would like to have a clear record of our communications. To this end I ask that you only communicate with me in writing. You can use the address on this letterhead for written correspondence.

I thank you in advance for your cooperation.

Very respectfully,

By: _____
Jane / John Doe

cc: File

Instructions

Please follow the following instructions when using this letter:

1. Make sure that you sign the letter;
2. Make sure that you date the letter;
3. Make sure that you keep a copy of the letter after you sign it. That is, you should have a copy of the letter that contains your signature.
4. Send the letter to your creditor by way of certified mail return receipt requested. You may also send the letter any other way so long as you have proof of your creditor's receipt of the letter. You must keep this proof of receipt for future reference.