

Client's Name

Client's Address 1

Client's Address 2

(Name of Collection Agency)

(Address)

To Whom it May Concern:

This notice is to serve as an official **cease and desist** in accordance with the *Fair Trading and the Collection and Debt Repayment Practices Regulation* of Alberta. Furthermore this letter is to serve to only communicate to myself in writing through regular or registered mail.

Sincerely,

Client's Name