

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 *Collection Agencies Act* of Prince Edward Island and Department of Justice and Public Safety in Prince Edward Island. Furthermore this letter is to serve to only communicate to myself in writing through regular or registered mail.

Sincerely,

Client's Name