

# SAMPLE CEASE LETTER (EXEMPT INCOME)

If you receive Social Security, Public Assistance, or other exempt funds, use this letter to tell a debt collector to stop contacting you. You can send this letter at any time. Sending this letter does not cancel your debt.

Your Name  
Your Street Address  
City, State ZIP Code

Date \_\_\_\_\_

## 1 CERTIFICATE OF MAILING

Collection Agency's Name  
Collection Agency's Address  
City, State ZIP Code

2 Re: Name of Company you owe money to, Account Number: (insert your account number here)

Dear Sir/Madam:

Please stop contacting me about the above-referenced debt.

3 Furthermore, my only source(s) of income is/are \_\_\_\_\_

All the money in my bank account is completely exempt from debt collection. If you attempt to restrain my exempt funds, you will cause me a severe hardship. If you attempt to restrain my exempt funds in disregard of this notice, I reserve the right to seek compensation from you for any damages caused by the restraint.

This letter is not meant in any way to be an acknowledgment that I owe this money.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
(Your name and signature)

4 cc: (Insert Name of Company)  
Federal Trade Commission – Consumer Response Center  
New York City Department of Consumer Affairs

Source: *New York City Bankruptcy Assistance Project*

1 Make sure to mail your letter with a certificate of mailing and keep the proof of mailing for your records.

2 Fill in the name of the company to which the collection agency says you owe money, and the account number. If you do not know this information, give the collection agency other information so that it knows what debt you are talking about.

3 State the source or sources of your exempt income:

- Social Security, SSD, or SSI
- Public Assistance
- Veterans Administration benefits
- Pensions (public and private)
- IRAs and other retirement accounts
- Child Support and Alimony
- Unemployment Insurance
- Workers Compensation
- Other government benefits
- 90% of wages or salary earned in the last 60 days
- Wages or salary less than ~~\$150.00~~ <sup>450.00</sup> per week after taxes

4 Send the original letter to the collection agency. You should make at least one copy of the letter. Send one to the company to which you originally owed the money. Keep the second copy of the letter for yourself, along with certified mail receipts.

You may also want to send a copy to these agencies:

FTC—Consumer Response Center  
600 Pennsylvania Ave, NW  
Washington, DC 20580

NYC Department of Consumer Affairs  
42 Broadway  
New York, NY 10004

*per Anna  
Platt -  
NY Legal  
Ad -  
Consumer  
Protection*