

## Sample Opt-Out Letter

To whom it may concern:

I request to have my name removed from your marketing lists. Here is the information you have asked me to include in my request.

- \_\_\_\_\_  
First, Middle, Last Name (*List all name variations, including Jr, Sr, etc.*)
  
- \_\_\_\_\_  
Current Mailing Address
  
- \_\_\_\_\_  
Previous Mailing Address  
(*Fill in your previous mailing address if you have moved in the last 6 months*)
  
- \_\_\_\_\_  
Social Security Number
  
- \_\_\_\_\_  
Date of Birth

Thank you for your prompt handling of my request.

\_\_\_\_\_  
SIGNATURE