

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Opt-Out –Credit Card Offers

Dear :

Please remove my contact information from your direct mailing list. I no longer wish to receive credit card offers from your company.

Sincerely,

N A M E