

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

Dear :

Please remove my contact information from your telemarketing lists. I no longer wish to be contacted by the telemarketers of your company.

Sincerely,

N A M E