

[Your full name]
[Your street address]
[Your city], [Your state] [Your ZIP]

[Date]

Via USPS Certified Mail, Return Receipt Requested

[Company or person it goes to]
[Their street address]
[Their city], [Their state] [Their ZIP]

Re: Request to delete my personal information and opt out of its sale

I make this request under the privacy law of my state, any other law that applies to you, and your own privacy policy.

Please do the following:

1. Delete the personal information you hold about me.
2. Stop selling or sharing my personal information, and stop using it for targeted advertising.
3. Tell your service providers, contractors and anyone you sold it to about this request, where the law requires it.
4. Tell me in writing what you did, and which exception you rely on for anything you keep.

To find my records, use my name and address above. Use this information only to process this request. If you need anything more to verify me, tell me exactly what and why.

Sincerely,

[Your full name]