[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: Do-not-call demand for [Your phone number]

You, or someone calling on your behalf, have called me at [Your phone number].

Do not call or text this number again. This is a do-not-call request under 47 C.F.R. § 64.1200(d)(3) and 16 C.F.R. § 310.4(b)(1)(iii)(A). The FCC's rule requires you to record it and honor it within a reasonable time, not to exceed 10 business days from the date you receive it, and to keep honoring it for five years.

This request covers you, your affiliates and every brand you call for. You have my permission to share it with any telemarketer, lead generator or other vendor that calls for you, so that they can honor it too.

I do not consent to these calls. If you believe I consented at some point, this letter withdraws that consent.

47 U.S.C. § 227(c)(5) lets a person who receives more than one call within 12 months in violation of the do-not-call rules sue for up to $500 per violation, and a court may increase that up to three times for a willful or knowing violation. I am keeping a record of every call, and I reserve all of my civil remedies.

Please confirm in writing, at the address above, that this number has been removed, send me a copy of your written do-not-call policy, and give me the name of any vendor that called for you.

Sincerely,

[Your full name]