

[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: Remove me from your mailing lists

Remove my name and the address above from every mailing list you keep or use. Stop mailing me, and stop renting, selling or sharing my name and address.

Please confirm in writing, at the address above, when this is done.

Sincerely,

[Your full name]