

LETTER OPT OUT FORM

To: _____

From: _____

Subject: Notice of Opt-Out of Marketing Communications

I am writing to notify you that I elect to opt out of receiving any marketing, promotional, or unsolicited communications from your company, its affiliates, agents, or representatives. This opt-out includes but is not limited to telephone calls, emails, text messages, postal mailings, and any other form of direct marketing contact.

Please take all necessary actions to remove my contact information from your marketing and solicitation lists. I understand that opting out does not affect any existing agreements or services currently in effect between us, nor does it waive any rights I possess under applicable law.

I request that you confirm receipt of this opt-out notice in writing within a reasonable timeframe and provide assurance that my preferences have been updated accordingly.

Failure to comply with this opt-out request may result in complaints to regulatory authorities and could subject your company to penalties under applicable state and federal laws, including but not limited to the Telephone Consumer Protection Act (TCPA), the CAN-SPAM Act, and state consumer protection statutes.

Thank you for your prompt attention to this matter.

Signature: _____

Printed Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Acknowledgment:

By signing this letter, I confirm that I have the authority to make this opt-out request for the above-stated contact information. I understand that this opt-out applies only to marketing communications and does not affect any transactional or relationship-based communications or legal obligations.

Notice to Recipient:

This Letter Opt Out Form is a legally binding document under United States law, including but not limited to the Telephone Consumer Protection Act (TCPA), the CAN-SPAM Act, and applicable state laws. Failure to honor this request may result in legal consequences.

SIGNATURE

Signature: _____

Date: _____

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