

Date \_\_\_\_\_

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VIA: Certified Mail, Return Receipt Requested

Mail Preference Service  
Direct Marketing Association  
P.O. Box 282  
Carmel, NY 10512

RE: Unauthorized direct marketing and pre-approved  
credit card offers

This letter is your formal notice to remove my name from all direct marketing and pre-screening databases. I do not wish to receive any unsolicited offers, especially from credit card companies.

Not only do I request that my name be permanently removed, but I also request that my phone number and address must likewise be permanently removed. My correct information is as follows:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Thank you for your immediate attention to this matter.

Sincerely,