

The following is a simple form to use when contacting companies directly, or when mailing to the Direct Marketing Association. These efforts may not eliminate all your unwanted mail, but it should be significantly reduced. Be sure to list **all** variations of your name that appear on junk mail labels.

Attention: *XYZ Company*

I no longer want junk mail sent to my address or unauthorized telephone calls. I hereby request that the following name(s) be removed from any mailing and/or telephone lists immediately:

Name(s): *Connie Consumer
Conny Consumer
C M Consumer* Address: *123 W Anytown Avenue
Any Town, WI 12345*
Email Address: *Connie.Consumer@---.com*

Do not sell, rent, lease or otherwise share this information. Thank you for your prompt attention to this request.

Sincerely, *Connie Consumer* Date Sent: *June 15, 2015*



Attention:

I no longer want junk mail sent to my address or unauthorized telephone calls. I hereby request that the following name(s) be removed from any mailing and/or telephone lists immediately:

Name(s): _____ Address: _____

_____ Email Address: _____

Do not sell, rent, lease or otherwise share this information. Thank you for your prompt attention to this request.

Sincerely, _____ Date Sent: _____
(Your Signature)



Attention:

I no longer want junk mail sent to my address or unauthorized telephone calls. I hereby request that the following name(s) be removed from any mailing and/or telephone lists immediately:

Name(s): _____ Address: _____

_____ Email Address: _____

Do not sell, rent, lease or otherwise share this information. Thank you for your prompt attention to this request.

Sincerely, _____ Date Sent: _____
(Your Signature)