<Your Name>
<Your Street Address>
<Your City, State, Zip>

## To Whom it May Concern:

I am writing in response to a direct mail/phone offer that I recently received from your organization. This offer is unwelcome because I am not interested in any goods or services offered by your organization. Should I ever become interested in such goods or services, I will, of my own volition, seek out your organization.

Therefore, I demand that you immediately cease and desist contacting me with direct mail/phone offers, and remove my personal information from your mail/phone lists/databases. Should I receive any further unsolicited correspondence from your organization, I will consider it an invasion of my privacy and an act of willful harassment on your part, and I will take appropriate action.

Sincerely,

<Your Name>