

Date:

To:

Dear Opt-Out Compliance Officer:

This letter is to serve as a formal request to remove my personal data from your databases. I want all personally identifiable information removed from your data broker services, direct marketing services, directory services, and any other services that use your data.

I have read your privacy policy and understand that this action will not remove my information from the actual public records that your database draws from. I also understand that there may be a small delay in processing this request as part of technology limitations.

My information is below. If anything else is needed, contact me immediately. If I don't hear from you, I will assume my request has been processed. Failure to remove my information contradicts your published privacy policy and will be reported to the Better Business Bureau.

Full Name:

Current Address:

Phone Number:

Date of Birth:

Email Address:

Social Security Number:

Past Names / Aliases:

Past Addresses:

Thank you for taking immediate action on this request.

Sincerely,