

For the attention of:

Ref:.....
Date:

Dear Sir/Madam

Request for immediate removal of contact name and address from mailing and distribution list

Name:

Address:

I am writing to request that my name, address and any other details which you hold concerning me are removed with immediate effect from your records and that I am no longer included on your mailing list. I do not wish to receive any further correspondence or telephone contact from you or any of your subsidiaries.

Please do not ignore this request. Should I hear anything further from you then I shall have no hesitation in reporting you directly to the Information Commissioner's Office.

Yours faithfully