

Request Letter for name removal from mailing list

Your Name _____

Your Address _____

Name of the concerned person _____ Date _____

Address _____

Dear Sir/Madam,

This letter is a formal request to remove my name from your mailing list. It is creating a lot of problems in my mailbox for which I am unable to work further.

As per state/federal laws, you are bound (upon request) to remove my name from the mailing list. You also cannot send me any mail without my prior approval.

Yours sincerely,

Your Signature

Your Name