

Date

Company Name
Address
City, State, Zip Code

RE: Privacy notice request

Dear Sir or Madam:

This letter is written in accordance with the Financial Services Modernization Act and the Fair Credit Reporting Act to "opt out" of the sharing of any of my personal information in your files.

List the name on each account held with that creditor. For example, if you have a checking account, savings account and a mortgage with one bank, list each account number and your name as shown on the accounts.

Please do not disclose personally identifiable information to third-party companies or individuals that are not affiliated with **name of bank, financial institution or other account holder**.

I also ask that you do not disclose my creditworthiness to any affiliate.

Furthermore, I ask that my transaction and experience information remain confidential. Please do not send it to any company with which you are affiliated.

Thank you for respecting my privacy and honoring the choices I have made in regard to my financial information. I also would appreciate it if you would please send me written confirmation that you have honored my privacy request.

Sincerely,
Your Signature
Your Full Name
Your Address
City, State, Zip Code