

Date

Direct Marketing Association
P.O. Box 9008
Farmingdale, NY 11735-9008

To Whom It May Concern:

I am writing this letter to inform you of my decision to register with the Telephone Preference Service. You will find my personal information listed below.

In order to stop the calls as quickly as possible, make sure the information here is accurate: your full name, street address, apartment number, city, state, Zip code, telephone number. And don't forget to sign the letter.

I would like for the cessation of telemarketing calls to take effect immediately.

Thank you for your time and prompt attention to my request.

Sincerely,
Your signature
Your printed name
Your mailing address
City, State, Zip Code