

## Notice to Put Name on Company's "Do Not Call" List

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*[name and address of company on whose behalf call was made]*

To Whom It May Concern:

This letter is a follow up to the telemarketing phone call I received from

\_\_\_\_\_ *[name of person who placed the call to you]* on behalf  
of your company on \_\_\_\_\_. *[date]*

As I stated at that time, I do not wish to receive telemarketing phone calls from your  
company. Please put me on your "do not call" list immediately.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Print name

\_\_\_\_\_

Address

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Home phone