

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

Ladies/Gentlemen:

In an effort to reduce the waste of time and resources caused by undesired mail solicitations and telemarketing calls, I am sending you this letter.

If you would like me to consider any future contribution to your organization, please comply with the following checked requests:

\_\_\_\_\_ Remove my name and address from your mailing list(s), or

\_\_\_\_\_ Do not mail solicitations to me more than \_\_\_\_\_ times per year.

\_\_\_\_\_ Remove my name and telephone number from your telemarketing list(s), or

\_\_\_\_\_ Do not phone me more than \_\_\_\_\_ time per year, and then only on the following day(s): M T W Th F Sa Su and times: \_\_\_\_\_ to \_\_\_\_\_ a.m. and \_\_\_\_\_ to \_\_\_\_\_ p.m.

\_\_\_\_\_ Do not sell, rent, exchange, or in any other manner share my name, address, telephone number or contribution history to or with any third party without my prior written consent.

\_\_\_\_\_ Do not send me unsolicited merchandise. This is a waste of money for items I do not want and am unlikely to use, which makes me even less likely to contribute to your organization. Like other donors, I want my money used for your charitable purpose, not for fundraising gimmicks. Stop paying expensive fundraisers and give the money where you say it's going.

\_\_\_\_\_ Please send me a copy of your most recent tax return (IRS Form 990), as required by applicable IRS regulations, so I can see where you are spending the money you currently receive from donors. This will play a large part in determining whether I donate in the future.

I have enclosed the name and address label from your most recent solicitation, in order to assist you in removing me from your mailing and telemarketing lists.

Thank you for respecting my wishes as a potential donor.

Sincerely,