# Opt-Out Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## Subject: Opt-Out from Data Sharing

Dear [Recipient's Name],

I am writing to formally request that my personal data not be shared with any third parties, as per my rights under applicable privacy laws. My details are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Account Number: [Your Account Number, if applicable]

I would appreciate confirmation of my opt-out request and any additional steps I need to follow to ensure my data is not shared.

Thank you for your attention to this matter.

Sincerely,

[Your Name]