

Cease Communication Regarding Unsolicited Offers

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request that you cease all communications regarding any unsolicited offers that you have sent to me. Despite my previous requests to discontinue such communications, I continue to receive offers that I do not wish to consider.

I kindly ask that you remove my contact information from your mailing list and refrain from any further correspondence regarding unsolicited offers. If I continue to receive these unsolicited communications, I will have no choice but to take further action.

Thank you for your understanding in this matter. I appreciate your prompt attention to this request.

Sincerely,

[Your Name]