

Letter of Demand for Acceptance of Email Communication Preferences

Sender's Name
Sender's Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

Subject: Demand for Acceptance of Email Communication Preferences

I am writing to formally request your acceptance of my email communication preferences as outlined in the attached document. Given the importance of effective communication in our ongoing relationship, I believe that email serves as a prompt and efficient method of correspondence.

As per our previous discussions, I would like to confirm the following preferences for our email communications:

- Preferred Email Address: [Your Email Address]
- Frequency of Updates: [Weekly/Bi-weekly/Monthly]
- Type of Communications: [Newsletters/Updates/Promotions]

I kindly request that you acknowledge my preferences by [insert deadline date], to ensure a seamless communication exchange moving forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]