

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally opt out of the promotional opportunities that I have been offered through [Company Name]. While I appreciate the consideration, I have decided that this is not the right time for me to participate.

Please ensure that my name is removed from any promotional lists and that I do not receive future correspondence regarding promotion options. I trust you will respect my decision.

Thank you for your understanding.

Sincerely,

[Your Name]