[date}

To Whom It May Concern:

We’ve enjoyed giving to charitable organizations over the years and hope that our support has been helpful and appreciated. However, now we must conserve our resources and are unable to continue giving to your organization. Please remove the following address and names, and any derivatives of these, from your databases:

Address: Names:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In addition, we ask that you add the following number(s) to your DO NOT CALL list:

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Thank you for your prompt attention to this request. We wish your organization the best in the future.

Sincerely,

[name}