

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Verification of Telemarketing Preferences

Dear [Client Name],

At [Company Name], we value your privacy and aim to ensure that our communication with you remains professional and compliant with your personal preferences.

We are currently updating our records to ensure compliance with the National Do Not Call (DNC) Registry and our internal contact policies. Our records indicate that we have the following phone number(s) listed for your account:

[Phone Number 1]

[Phone Number 2]

Please let us know if your preferences have changed regarding receiving informational or promotional calls. If your number is registered on the National Do Not Call Registry but you wish to continue receiving updates from us, please sign and return this form.

☐ I wish to continue receiving calls from [Company Name] at the number(s) provided.

☐ I prefer to be contacted via email only at: [Email Address].

☐ Please place my number(s) on your internal "Do Not Call" list.

If you have any questions, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]