

[Date]

[Recipient Name]

[Address]

[City, State, Zip Code]

Re: Notice of Do Not Call (DNC) Policy and Compliance

Dear [Recipient Name],

This letter is to formally confirm that [Insurance Agency Name] is committed to maintaining full compliance with the Telephone Consumer Protection Act (TCPA) and the National Do Not Call Registry regulations.

Regarding our lead generation and outreach practices, please note the following:

- **Internal Do Not Call List:** We maintain a strictly enforced internal list of consumers who have requested not to be contacted.
- **Registry Scrubbing:** All marketing leads are regularly cross-referenced against the National Do Not Call Registry to ensure we do not contact registered numbers without prior express consent.
- **Opt-Out Requests:** If you wish to be removed from our marketing lists, please contact us at [Phone Number] or [Email Address]. Your request will be processed within [Number] days.
- **Training:** Our agents are trained on legal calling hours and professional conduct according to federal and state guidelines.

If you believe you have received a call from our agency in error or if you have any questions regarding our privacy and solicitation policies, please contact our compliance department immediately.

Sincerely,

[Your Name]

[Your Title]

[Insurance Agency Name]

[Contact Information]