

[Agent Name]
[Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Do Not Call Request

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your request to be placed on our internal "Do Not Call" list. We respect your privacy and your decision regarding unsolicited telemarketing communications.

As of [Date], your telephone number [Recipient Phone Number] has been added to our company-specific registry. Please allow up to [Number, e.g., 30] days for our records to be fully updated across all systems. During this time, you should no longer receive marketing or sales calls from our life insurance agency.

Please note that this request specifically applies to outbound sales and marketing calls. If you are an existing policyholder, we may still contact you regarding essential matters related to your account, billing, or policy servicing.

If you have any questions or if you continue to receive sales calls from us after the processing period, please contact us directly at [Phone Number].

Thank you for your time.

Sincerely,

[Agent Signature]

[Agent Name]
[Title]