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

[Date]

[Name of Claims Administrator/Class Action Settlement]
[Mailing Address as listed in the Notice]
[City, State, Zip Code]

Re: Exclusion Request / Opt-Out from Class Action Settlement

Case Name: [Insert Full Name of the Lawsuit/Case, e.g., Smith v. Company Corp]
Case Number: [Insert Court Case Number]

To the Claims Administrator,

I am writing to formally request to be excluded from the class action settlement in the matter of [Insert Case Name].

I understand that by opting out, I will not receive any financial compensation or benefits from this settlement, but I will retain my right to pursue an individual legal claim against the defendant(s) regarding the issues addressed in this lawsuit.

My information is as follows:

- **Full Name:** [Your Legal Name]
- **Address:** [Your Current Mailing Address]
- **Telephone Number:** [Your Phone Number]
- **Reason for Opting Out (if required by notice):** [Optional: I wish to retain my right to sue individually]

Please confirm receipt of this request and that I have been successfully excluded from the Class.

Sincerely,

[Your Signature]

[Your Printed Name]