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

[Date]

[Claims Administrator Name]
[Class Action Settlement Name]
[Exclusion Processing Department Address]
[City, State, Zip Code]

Re: Notice of Exclusion from [Name of Lawsuit/Settlement]

To the Settlement Administrator:

I am writing to formally request to be excluded from the class action settlement in the matter of *[Case Name]*, Case No. *[Case Number]*, pending in the *[Name of Court, e.g., United States District Court for the Northern District of California]*.

By submitting this letter, I understand that I am "opting out" of this class action settlement. I understand that by excluding myself:

- I will not receive any monetary compensation or benefits from this settlement.
- I will not be bound by any final judgment or release of claims in this case.
- I retain the right to file my own individual lawsuit regarding these legal claims at my own expense.

My personal information is as follows:

Full Name: [Your Full Name]
Address: [Your Current Mailing Address]
Telephone Number: [Your Phone Number]
[Specific Identifier, if required, e.g., Account Number or Unique ID]: [Insert Number]

I confirm my desire to be excluded from the [Name of Settlement] Class.

Sincerely,

(Signature)

_____

[Your Printed Name]