



ANCHOR
C O M P U T E R
www.anchorcomputer.com

**Email Append
Sample Opt Out Letter**

Dear **First and Last Name:**

Thank you for taking the time to open and read this email. We value your time and respect your online privacy. Therefore, we would like to request your permission to allow **Company Name** to communicate with you by email.

We hope you will take advantage of this solicitation to receive special offers from **Company Name**. If you prefer not to receive email from **Company Name**, then please reply to this email and type "REMOVE" in the subject area.

Thank you for your time.

Sincerely,

Company Name - Customer Service

Full Postal Address (A PO Box or Mail Drop will NOT suffice)

(The physical address must be somewhere that a consumer can physically find you and/or your employees.)

Please Note: All emailers must conform to the Can Spam Act (S.877) of 2003 effective January 1st 2004