

Joe and Sarah Sample

1234 Main St.

Anytown, KS 67890

10/1/2007

XYZ National Bank
1 Broadway Blvd.
New York, NY 10001

RE: All accounts listed under our sole or joint ownership

We have a valued business relationship with your institution.

We are writing to exercise our right to OPT OUT per your Privacy Policy. Do not sell or share our personal information to or with anyone, under any circumstance, without our prior written consent, unless required by law. This includes, but is not limited to third-party marketing firms and mailing lists, and any person or entity affiliated with your company in any way.

Please contact us at the address above immediately if you have any questions or need additional information.

Thank you for the prompt handling of our request.

Joe Lee Sample, Jr.
Account Number: 333-33-3333

Sarah Lee Sample