

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

[Date]

[Name of Recipient or Department]
[Name of Financial Institution]
[Institution Address]
[City, State, Zip Code]

Subject: Formal Request for Financial Privacy Disclosure and Opt-Out Notice

To Whom It May Concern,

I am writing to formally request a detailed disclosure regarding the privacy of my financial information associated with my account(s). This request is made in accordance with applicable financial privacy laws and regulations.

Please provide me with the following information:

- A comprehensive copy of your current Privacy Policy.
- A description of the categories of non-public personal information that you collect about me.
- A list of the categories of third parties with whom you share my financial information.
- Confirmation of whether my information is shared with non-affiliated third parties for marketing purposes.

Furthermore, please consider this letter a formal request to opt-out of the following, to the extent permitted by law:

- The sharing of my non-public personal information with non-affiliated third parties.
- The sharing of my creditworthiness information with your affiliates.
- The use of my personal information by your affiliates to market their products or services to me.

Please update your records to reflect these preferences and provide written confirmation once these requests have been processed. My account number(s) relevant to this request is/are: [List Account Numbers].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]