**[Your First and Last Name]**  
[Your full address]  
[Postcode and City]

**[Company or Organization Name]**  
[Company or Organization Address]  
[Postcode and City]

**[City], [Date]**

**Subject: Request for deletion of my personal data and cessation of advertising mail**

Dear Sir/Madam,

In accordance with the provisions of the **UK General Data Protection Regulation (UK GDPR)**, I am writing to request the deletion of my personal data from your records, particularly any data used to send me advertising materials such as brochures, flyers, or other mailings to my home address.

I no longer wish to receive any advertising communications from your organization, whether in printed form or through any other medium.

I kindly ask you to confirm in writing once my personal data has been removed from your records.

Should you require any additional information to process this request, please do not hesitate to contact me.

Thank you for addressing my request at your earliest convenience.

Yours sincerely,

**[Your First and Last Name]**  
[Your signature, if sending by post]