**Subject: Request for Unsubscription from Advertising Mailings**

Dear Sir/Madam,

I am writing to request the removal of my contact information from your mailing list for advertising materials, catalogs, flyers, and other unsolicited promotional mail to my address.

I kindly ask you to process my request and remove my details from your distribution list as soon as possible. I would also appreciate it if you could confirm by email once my unsubscription has been processed.

Thank you in advance for your attention to this matter. I look forward to your response.

Sincerely,  
**[Your Name]**  
[Your Address]  
[Phone Number]  
[Email Address]