Northern Kentucky University
Recycling Program

Five Steps to Reducing Junk Mail*

1. Write a letter (see example below) to unwanted solicitors, asking that your name be removed from their mailing lists. Be sure to list all variations of your name in the letter.

2. Call the following numbers to request that your name be taken off their lists:
   - Credit card offers - Equifax/Trans Union/Novus/Experian, 1-888-567-8688
   - Sweepstakes - Publisher’s Clearinghouse, 1-800-645-9242
   - Shopping Flyers – Advo, 510-489-6577; PennySaver/Potpourri, 1-800-479-4795

3. When making purchases over the phone or online, let the company know: “Do not sell my name!”

4. Write on the bottom of checks and mail orders “Do not sell my name.”

5. Don’t use Change of Address cards supplied by the Post Office. The Post Office sells this information to national list brokers, credit bureaus and others. Instead, send out postcards announcing your new address to those whose mail you want to receive.

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Sample Letter

[Date]

I want to reduce the amount of unsolicited mail I receive. Please remove my name and address from your mailing list as listed below.

   [Include all variations of your name here]
   [Your address]
   [Your city]
   [Your state and zip code]

Thank you,

[Your signature]

[Tape or paste label from catalog or magazine here]