

Dear Sir/Madam,

I recently received the following unaddressed mail from your company:

Delivery address:

Date mail received:

Description:

This letter is a formal request to stop delivering unaddressed mail to me. I do not wish to receive further advertisements from your company.

Under the Wellington City Solid Waste Management and Minimisation Bylaw (2020), the distribution of unaddressed mail and advertising material is no longer permitted:

- In letterboxes clearly marked "no circulars", "no junk mail", "addressed mail only" or similar.
- On vehicles parked in a public place, or;
- In letterboxes that are already full of mail and/or advertising materials.

Any unaddressed mail or advertising material which breaches these requirements will now be deemed as litter under the Litter Act 1979. Distributors of unaddressed mail may now be subject to a litter fine of up to \$400.

Sincerely,

Name/date