

## Puppy Jake Foundation Request to Discontinue Contact Policy

Puppy Jake Foundation will discontinue contact with a donor upon written request directed to Puppy Jake Foundation. Puppy Jake Foundation shall maintain a record of such requests to discontinue contact.

Upon receipt of an individual's request that Puppy Jake Foundation discontinue further contacts, the individual's name, address and information will be removed from PJF's database, or modified to ensure no further contact is made.

Requests to Discontinue Contact shall be mailed to: Puppy Jake Foundation PO Box 12115 Des Moines, IA 50312 or email to: info@puppyjakefoundation.org