

# Notification of Change to Data Protection Policy

Dear [Recipient's Name],

We are writing to inform you about an update to our Data Protection Policy that will take effect on [Date]. Your privacy and the protection of your personal data are of utmost importance to us.

In summary, the main changes include:

- [Change 1: Brief Description]
- [Change 2: Brief Description]
- [Change 3: Brief Description]

We encourage you to review the updated policy in full, which can be found at [Link to Full Policy]. If you have any questions or concerns about these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued trust in us.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]