

Data Privacy Policy Amendment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this letter finds you well. I am writing to formally propose an amendment to the data privacy policy that we have agreed upon in our previous contract dated [Insert Contract Date].

The following amendments are suggested to enhance the protection of your data and ensure compliance with current regulations:

- Update on data collection practices to reflect changes in project scope.
- Clarification on data sharing protocols with third parties.
- Enhancements to data retention policies and procedures.

I believe these amendments will provide greater clarity and security regarding data handling practices. Please review the proposed changes and feel free to reach out for further discussion.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]