

# Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of important updates to our Privacy Policy that will take effect on [Effective Date].

Your privacy is important to us, and we have made several changes to enhance your understanding of how we collect, use, and protect your personal information. These updates include:

- A more detailed explanation of the types of personal information we collect.
- Clarification on how we use your information and with whom we share it.
- Updated information on your rights regarding your personal data.

We encourage you to review the updated Privacy Policy in full at [link to privacy policy]. If you have any questions or concerns, please do not hesitate to reach out to our support team at [support email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Contact Information]