

Data Retention Policy Amendments

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Company/Organization]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you of recent amendments to our data retention policies, effective [Insert Effective Date]. These changes have been made to enhance our compliance with applicable laws and to better protect the privacy of our users.

Summary of Amendments

- Data Retention Period: [Specify new retention period]
- Types of Data Affected: [List affected data types]
- Data Deletion Procedures: [Overview of deletion procedures]

We encourage you to review the full amended policy, which can be accessed at [Insert URL or Contact Information for Full Policy].

If you have any questions or require further clarification regarding these amendments, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]