

Notification of Changes to Our Privacy Policy

Dear [Recipient's Name],

We are writing to inform you about updates to our Privacy Policy, which will take effect on [Effective Date]. We have made these changes to enhance your privacy and to comply with regulatory requirements.

The key updates include:

- Clarification of the types of personal information we collect.
- Information on how we use your data and the options you have to control your information.
- Details regarding data retention and security measures we implement to protect your privacy.

We encourage you to review the updated Privacy Policy in its entirety at [Link to Privacy Policy]. Your continued use of our services following the changes indicates your acceptance of the new policy.

If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]