

Letter of Amendments to Privacy Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about important amendments to our Privacy Notice. As part of our commitment to protecting your personal information and ensuring transparency, we have updated our Privacy Notice to reflect the following changes:

- **Section 1:** [Brief description of the amendment]
- **Section 2:** [Brief description of the amendment]
- **Section 3:** [Brief description of the amendment]

The updated Privacy Notice will be effective as of [Insert Effective Date]. You can review the full document on our website [Insert Website Link].

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

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]