

Notice of Changes to Personal Information Handling

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of important changes regarding the handling of personal information at [Your Organization's Name]. As part of our ongoing commitment to protecting your privacy and ensuring compliance with applicable laws, we have updated our policies and practices related to personal information.

Changes Overview

- **Updated Privacy Policy:** Our revised privacy policy outlines how we collect, use, and protect your personal information.
- **New Contact Information:** For any inquiries related to your personal information, please contact us at [New Contact Email/Phone Number].
- **Enhanced Security Measures:** We have implemented stronger security protocols to safeguard your information.

We encourage you to review the updated privacy policy on our website at [Website URL]. If you have any questions or concerns, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]