

Notice of Change to Personal Data Management Policy

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to inform you of an upcoming change to our Personal Data Management Policy that will take effect on [Effective Date]. As part of our ongoing commitment to safeguarding your personal information, we periodically review and update our policies.

The key changes are as follows:

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

We encourage you to review the updated policy in full, which can be accessed at [insert link to policy]. If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Company/Organization Name]