

# Notification of Personal Data Protection Policy Revision

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that we have revised our Personal Data Protection Policy. This revision reflects our commitment to safeguarding your personal information and ensuring compliance with applicable data protection laws.

The updated policy includes the following key changes:

- [Briefly describe key change 1]
- [Briefly describe key change 2]
- [Briefly describe key change 3]

You can review the full Personal Data Protection Policy on our website at [Insert URL]. We encourage you to take a moment to read through the revised document.

If you have any questions or concerns regarding this policy revision, 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]