

GDPR Compliance Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are committed to protecting your personal data and ensuring your privacy. In compliance with the General Data Protection Regulation (GDPR), we want to inform you about how we handle your personal information.

What Data We Collect

[Describe the types of personal data collected]

How We Use Your Data

[Describe the purpose of data processing]

Your Rights

- The right to access your personal data
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

If you wish to exercise any of these rights or have any questions regarding our data protection practices, please do not hesitate to contact us at [Your Contact Information].

Thank you for your trust in us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]