

Guest List Privacy Terms and Conditions

Dear [Guest's Name],

We are excited to have you as a part of our upcoming event on [Event Date]. We value your privacy and wish to inform you of our terms and conditions regarding the guest list.

1. Information Collection

We collect personal information such as your name, contact details, and dietary preferences solely for the purpose of managing the guest list and ensuring a pleasant experience for all attendees.

2. Data Usage

Your information will be used exclusively for event planning and will not be shared with third parties without your consent.

3. Data Security

We implement appropriate security measures to protect your personal information from unauthorized access or disclosure.

4. Confirmation

By confirming your attendance, you agree to the terms and conditions outlined in this letter.

If you have any questions or concerns regarding your privacy, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]