

# Updated Privacy Policy Notification

Dear [Recipient's Name],

We are writing to inform you that we have updated our Privacy Policy, effective [Effective Date]. The updated policy outlines how we collect, use, and protect your personal information.

Key changes include:

- Changes in data collection practices
- Updates on your rights regarding your data
- New information on data sharing with third parties

Please take a moment to review the updated Privacy Policy, which can be found on our website at [Web URL]. Your continued use of our services after the effective date indicates your acceptance of the new terms.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]