

Important Announcement: Updated Privacy Policy

Dear [Customer Name],

We are writing to inform you that we have updated our Privacy Policy, effective [Effective Date]. Your privacy is important to us, and we are committed to protecting your personal information.

The updates include:

- Changes to how we collect, use, and share your information
- New rights you have regarding your personal data
- Clarifications on our data retention practices

You can review the updated Privacy Policy in full by visiting [Link to Privacy Policy].

If you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for being a valued part of our community.

Sincerely,

[Your Company Name]

[Your Company Contact Information]