

Notice of Changes to Our Privacy Policy

Dear [Recipient's Name],

We are writing to inform you of important changes to our Privacy Policy that will take effect on [Effective Date]. At [Company Name], we are committed to protecting your privacy and ensuring that your personal information is handled securely.

What Has Changed?

The updates to our Privacy Policy primarily include:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We encourage you to review the updated policy in full on our website at [Link to Privacy Policy].

Your Rights

You have the right to [describe any rights the user has regarding their data]. If you have any questions or concerns regarding these changes, please do not hesitate to contact us at [Contact Information].

Thank you for your continued trust in [Company Name].

Sincerely,
[Your Name]
[Your Position]
[Company Name]