

# Customer Privacy Rights Overview

Date: [Insert Date]

Dear [Customer Name],

We are committed to protecting your privacy and ensuring that your personal information is handled responsibly. This letter provides an overview of your privacy rights under applicable privacy laws.

## Your Privacy Rights

- **Right to Access:** You have the right to request access to the personal information we hold about you.
- **Right to Correction:** You can request correction of any inaccuracies in your personal information.
- **Right to Deletion:** You have the right to request the deletion of your personal information under certain circumstances.
- **Right to Opt-Out:** You may have the right to opt-out of the sale of your personal information.
- **Right to Non-Discrimination:** You have the right not to receive discriminatory treatment for exercising your privacy rights.

## How to Exercise Your Rights

If you wish to exercise any of these rights, please contact us at:

Email: [Insert Email Address]

Phone: [Insert Phone Number]

## Changes to This Overview

We may update this Privacy Rights Overview from time to time. We encourage you to review it periodically.

Thank you for trusting us with your personal information.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]