

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Sharing of GDPR Impact Assessment Results

Dear [Recipient Name],

We are writing to share the results of our recent General Data Protection Regulation (GDPR) Impact Assessment conducted on [insert date of assessment]. The findings aim to ensure compliance and safeguard personal data in our operations.

Summary of Findings:

- **Data Processing Activities:** [Brief description]
- **Identified Risks:** [List key risks]
- **Mitigation Measures:** [List measures taken]
- **Recommendations:** [List recommendations]

We believe that the implementation of the recommended measures will enhance our compliance with GDPR and protect the rights of data subjects.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]