

[Company Letterhead/Header]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Updated Privacy Policy

Dear [Contact Name/Client Name],

At [Company Name], we value the partnership we have with your organization and are committed to protecting the privacy and security of the data you entrust to us. We are writing to provide you with our updated Commercial Client Privacy Policy.

This disclosure outlines how we collect, use, store, and protect your business information. The updates have been made to ensure continued compliance with evolving data protection regulations and to provide greater transparency regarding our data processing practices.

Key aspects of our Privacy Policy include:

- The types of professional and commercial information we collect.
- Our methods for securing data against unauthorized access.
- How we use your information to provide and improve our services.
- Your rights regarding data access and correction.
- Third-party sharing protocols (where applicable).

You can review the full text of our Privacy Policy by visiting the following link: [Insert URL].

By continuing to use our services, you acknowledge the terms set forth in this policy. No further action is required on your part unless you have specific questions regarding these updates.

If you have any questions or require further clarification, please contact our Data Privacy Office at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]