

Subject: Important Notice: Annual Privacy Policy Update

Dear [Customer Name],

At [Company Name], protecting your personal information and maintaining your trust is our top priority. We are writing to notify you that our Annual Privacy Policy is now available for your review.

This policy explains how we collect, use, protect, and share your information. We encourage you to read the document to understand your rights and the choices you have regarding your data.

How to Access the Policy:

You can view the full policy online at the following link:

[\[Insert URL Link\]](#)

If you prefer to receive a paper copy of the policy by mail, free of charge, please contact us at [Phone Number] or reply to this email.

Recent Changes:

[Insert "No changes have been made since the last update" OR briefly list any significant changes here].

Thank you for being a valued customer.

Sincerely,

[Company Name]

[Department Name]

[Contact Information/Website]