

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Annual Privacy Policy Notice

Dear [Customer Name],

At [Company Name], protecting your personal information is a top priority. This letter serves as our annual notice regarding how we collect, use, and share your information.

What Information We Collect

We collect information necessary to provide our services, including [list examples: contact details, transaction history, and account preferences].

How We Share Information

We may share your information with third parties for the following purposes:

- To process transactions and provide requested services.
- To comply with legal and regulatory requirements.
- With service providers who perform functions on our behalf.

Your Privacy Choices

You have the right to limit the sharing of your information for marketing purposes. If you wish to opt-out or update your preferences, please contact us via one of the following methods:

- Website: [Insert URL]
- Phone: [Insert Phone Number]
- Email: [Insert Email Address]

No action is required if you are satisfied with your current privacy settings.

Thank you for choosing [Company Name].

Sincerely,

[Name/Department]
[Company Name]