

[Bank Name]
[Street Address]
[City, State, Zip Code]
[Date]

Dear [Customer Name],

At [Bank Name], protecting your personal information is a top priority. As part of our commitment to your privacy, we are providing you with our Annual Privacy Notice update.

This notice explains how we collect, share, and protect your personal information. It also outlines your rights regarding how your information is used, including your ability to limit certain types of sharing.

What you need to know:

- **No Action Required:** If you are satisfied with your current privacy choices, you do not need to do anything.
- **Review the Policy:** You can view the full policy at [Website URL/Privacy Link].
- **Request a Paper Copy:** If you would like a printed version mailed to you, please call us at [Phone Number].

Your Right to Limit Sharing:

Federal law gives you the right to limit sharing for everyday business purposes (such as processing transactions) and marketing purposes. To update your preferences, please log in to your online banking portal or visit your local branch.

Thank you for choosing [Bank Name] for your financial needs.

Sincerely,

[Bank Name] Customer Service Team