

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

Dear [Customer Name],

At [Company Name], we value your privacy and are committed to protecting your personal information. This letter serves as your annual notification regarding our privacy practices and policies, as required by law.

Information We Collect

We collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms.
- Information about your transactions with us or our affiliates.
- Information we receive from consumer reporting agencies.

Information We Share

We do not disclose any non-public personal information about our customers or former customers to anyone, except as permitted or required by law. We may share information with non-affiliated third parties that perform services on our behalf, such as data processing or marketing, under strict confidentiality agreements.

How We Protect Your Information

To protect your personal information from unauthorized access and use, we maintain physical, electronic, and procedural safeguards. These measures include computer safeguards, secured files, and restricted access to your data by authorized employees only.

Your Right to Opt-Out

If you prefer that we do not share your information with non-affiliated third parties (other than those disclosures permitted by law), you may opt-out by:

- Calling us at: [Phone Number]
- Visiting our website at: [Website URL]
- Mailing the attached opt-out form to the address listed above.

No action is required if you are satisfied with our current privacy practices.

Thank you for your continued trust in [Company Name].

Sincerely,

[Sender Name/Department]
[Company Name]