

[Date]

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

Subject: Disclosure Regarding Third-Party Affiliate Data Sharing

Dear [Recipient Name],

This letter serves as a formal disclosure regarding how [Your Company Name] handles your personal information in relation to our third-party affiliates. Protecting your privacy is a priority, and we want to ensure you are informed about our data sharing practices.

Affiliate Relationships:

We partner with various third-party companies and affiliates to provide [list services/products, e.g., marketing services, payment processing, or enhanced features].

Information Shared:

In connection with these partnerships, we may share the following types of information:

- [List Data Type 1, e.g., Contact Information]
- [List Data Type 2, e.g., Usage Data]
- [List Data Type 3, e.g., Transaction History]

Purpose of Disclosure:

This information is shared solely for the purpose of [State Purpose, e.g., fulfilling orders, providing personalized recommendations, or improving service quality]. Our affiliates are contractually obligated to protect your data and are prohibited from using it for any purpose other than what has been specified.

Your Rights and Choices:

You have the right to opt-out of certain data-sharing practices. If you wish to limit the sharing of your personal information with our third-party affiliates, please [Instructions, e.g., visit our privacy portal / contact our support team at Email Address].

For more detailed information, please review our full Privacy Policy at [Website URL].

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Your Company Name]