

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

City, State, Zip: [City, State, Zip]

Subject: Annual Notice Regarding Your Right to Financial Privacy

Dear [Customer Name],

In accordance with the Right to Financial Privacy Act, [Financial Institution Name] is providing this annual update regarding the privacy and security of your financial records.

The Right to Financial Privacy Act establishes specific procedures that federal government authorities must follow when requesting copies of your financial records from us. Generally, the federal government may not have access to your financial records unless:

- You have authorized the disclosure in writing;
- There is a valid administrative or judicial subpoena or summons;
- There is a valid search warrant; or
- There is a formal written request by a government authority as part of a legitimate law enforcement inquiry.

We are committed to protecting your personal information. Under the law, you have the right to be notified if a federal agency seeks access to your records, and you have the right to challenge that access in court before the information is released, subject to certain legal exceptions.

This notice is for your information only. No action is required on your part. If you have any questions regarding your privacy rights or our security practices, please contact us at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Financial Institution Name].

Sincerely,

[Authorized Signature]

[Title]

[Financial Institution Name]