

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

[Date]

[Client Name]  
[Company Name]  
[Client Address]  
[City, State, Zip Code]

**Subject: Important Update Regarding Our Privacy Policy**

Dear [Client Name/Valued Commercial Client],

At [Bank Name], we are committed to protecting the financial information and privacy of our commercial clients. As part of this commitment, we are writing to inform you of recent updates to our Privacy Policy, effective [Effective Date].

**What has changed?**

We have updated our policy to better reflect our data processing practices and to ensure compliance with evolving regulatory requirements. The primary updates include:

- [Summary of Change 1 - e.g., Enhanced descriptions of data collection methods]
- [Summary of Change 2 - e.g., Updated information on third-party data sharing]
- [Summary of Change 3 - e.g., New disclosures regarding digital banking security]

**How this affects your business:**

These changes do not require any action on your part. Your existing account terms and conditions remain unchanged. We encourage you to review the full version of the updated policy to understand how we collect, use, and safeguard your business information.

**Where to view the updated policy:**

You can access the full Privacy Policy by visiting our website at [Website URL/Privacy Link]. If you would prefer a printed copy, please contact your Relationship Manager or visit any of our branch locations.

Thank you for choosing [Bank Name] for your commercial banking needs. If you have any questions regarding these updates, please contact our Privacy Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Bank Name]