

[Company Header/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Contact Person Name/Valued Corporate Client],

At [Bank Name], we are committed to maintaining the highest standards of data protection and transparency regarding your corporate financial information. We are writing to inform you of upcoming adjustments to our Privacy Policy, effective [Effective Date].

**Summary of Changes:**

- **Data Processing:** [Briefly describe change, e.g., updated protocols for international transfers].
- **Regulatory Compliance:** Updates to align with new [Specific Regulation Name, e.g., GDPR/CCPA] requirements.
- **Third-Party Sharing:** Clarification on how we share data with specialized service providers to improve your banking experience.

These changes are designed to provide greater clarity on how we collect, use, and safeguard your organization's data. No action is required on your part to continue using our services; however, continued use of your accounts after [Effective Date] will constitute acceptance of these updated terms.

You can review the full version of the revised Privacy Policy at: [\[Link to Policy\]](#)

If you have any questions regarding these updates or how they affect your corporate accounts, please contact your Relationship Manager or our Data Privacy Office at [Phone Number/Email Address].

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

Sincerely,

[Signature]

[Name of Signatory]

[Title/Department]

[Bank Name]