

[Company Letterhead / Investment Bank Name]

[Address]

[City, State, Zip Code]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Our Privacy Policy

Dear [Client Name],

At [Investment Bank Name], we value the trust you place in us to manage your financial interests. Protecting the confidentiality and security of your personal and financial information is our highest priority.

We are writing to inform you that we have recently updated our Privacy Policy. These changes are designed to provide greater transparency regarding how we collect, use, and safeguard your data, as well as to ensure compliance with evolving global data protection regulations.

Key updates to our Privacy Policy include:

- Detailed descriptions of the types of information we collect during our investment banking activities.
- Enhanced information on how we share data with third-party service providers and regulatory bodies.
- Updated procedures regarding your rights to access, correct, or delete your personal information.
- Improved security protocols for data storage and transmission.

The updated policy is effective as of [Effective Date]. We encourage you to review the full document by visiting our website at [URL Link] or by requesting a physical copy from your Relationship Manager.

No action is required on your part unless you wish to exercise your privacy rights or update your communication preferences. Your continued use of our services constitutes your acknowledgment of these updates.

If you have any questions regarding these changes, please contact our Privacy Office at [Phone Number] or email us at [Email Address].

Thank you for your continued partnership.

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Investment Bank Name]