

[Date]

[Primary Account Holder Name]
[Secondary Account Holder Name]
[Street Address]
[City, State, Zip Code]

Subject: Important Update Regarding Your Joint Account Privacy Policy

Dear [Name of Account Holders],

This letter is to inform you of updates to the Privacy Policy regarding your joint account(s) ending in [Last 4 Digits of Account Number].

As joint account holders, you share equal access to account information. Please be advised of the following regarding your privacy rights:

- **Information Sharing:** We may share financial information related to this account with all named account holders.
- **Privacy Choices:** Any one joint account holder may exercise the right to opt-out of information sharing with third parties. An opt-out request by one holder will apply to all holders on the account.
- **Access to Records:** Each account holder has the right to access the full transaction history and personal information associated with this joint account.

The full updated Privacy Policy is enclosed with this letter. We encourage you to review it carefully together to understand how your personal information is collected, used, and protected.

No action is required from you unless you wish to change your privacy preferences. To update your communication settings or opt-out of specific data sharing, please visit [Website URL], call us at [Phone Number], or visit your local branch.

Thank you for choosing [Financial Institution Name].

Sincerely,

[Sender Name/Department]
[Financial Institution Name]