

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

[Business Name]
[Authorized Representative Name]
[Business Address]
[City, State, Zip Code]

Subject: Annual Privacy Policy Notice

Dear [Authorized Representative Name],

At [Bank Name], protecting the privacy and security of your business information is a top priority. This letter serves as your annual notification regarding our privacy practices and how we handle your business and personal data.

Information We Collect

We collect non-public information about your business to provide financial products and services. This includes information from your applications, transaction history, and credit reporting agencies.

How We Use Your Information

We use this information to process transactions, maintain your accounts, and comply with legal requirements. We do not sell your business information to third parties for marketing purposes.

Information Sharing

We may share information with service providers who perform functions on our behalf or as required by law (such as for tax reporting or fraud prevention). These partners are contractually obligated to keep your information confidential.

Security Protocols

We maintain physical, electronic, and procedural safeguards to protect your data. Access is restricted to employees who need the information to service your account.

Reviewing the Full Policy

You can view our complete Privacy Policy at any time by visiting [Website URL] or by requesting a printed copy at any of our branch locations.

If you have any questions regarding this notice, please contact your Relationship Manager or call our Business Banking Support line at [Phone Number].

Thank you for choosing [Bank Name] for your business banking needs.

Sincerely,

[Sender Name/Signature]

[Title]

[Bank Name]