

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Our Privacy Policy

Dear [Client Name],

At [Trust/Firm Name], we value the trust you place in us to manage your estate and fiduciary matters. Protecting the confidentiality 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 reflect our commitment to transparency and comply with the latest data protection regulations. The updates provide more detail on:

- The types of information we collect to manage your trusts and estates.
- How we use and protect your sensitive data.
- Your rights regarding your personal information.
- How we share information with authorized third parties (such as tax authorities or legal counsel) to fulfill our fiduciary duties.

This update does not change the way we handle your accounts or assets. No action is required on your part unless you wish to exercise specific data rights outlined in the policy.

You can review the full updated Privacy Policy at [Website URL] or request a printed copy by contacting our office at [Phone Number].

Thank you for the continued opportunity to serve your trust and estate needs.

Sincerely,

[Signature]

[Name of Officer/Manager]

[Title]

[Trust/Firm Name]