

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Important Update Regarding Our Data Protection and Privacy Terms**

Dear [Customer Name],

We are writing to inform you that [Company Name] has updated our Data Protection and Privacy Compliance terms, effective [Effective Date].

Protecting your personal information is a top priority for us. These updates are designed to provide more transparency regarding how we collect, use, and store your data, and to ensure our practices remain in full compliance with current data protection regulations (such as [GDPR/CCPA/relevant law]).

**Key changes include:**

- Improved descriptions of the types of data we collect.
- Enhanced clarity on how we share information with third-party service providers.
- Updated instructions on how you can exercise your rights to access, correct, or delete your data.

You can review the full version of our updated Privacy Policy at the following link: [\[Link to Policy\]](#).

By continuing to use our services after [Effective Date], you acknowledge and agree to these updated terms. If you have any questions or would like to exercise your data rights, please contact our Data Protection Officer at [Email Address] or [Phone Number].

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

Sincerely,

[Name/Signature]  
[Title]  
[Company Name]