

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: GDPR Compliance Notification

We are writing to inform you about our commitment to compliance with the General Data Protection Regulation (GDPR) as it relates to your personal data.

As part of our ongoing efforts to protect your privacy, we want to ensure you are aware of the following:

1. **\*\*Data Controller Information\*\***

Name: [Your Company Name]

Address: [Your Company Address]

Contact Email: [Your Contact Email]

2. **\*\*Types of Data Collected\*\***

We collect the following types of personal data:

- [List the types of data, e.g., name, email address, phone number, etc.]

3. **\*\*Purpose of Data Processing\*\***

Your personal data is processed for the following purposes:

- [List purposes, e.g., providing services, customer support, marketing, etc.]

4. **\*\*Data Retention Period\*\***

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

5. **\*\*Your Rights\*\***

Under GDPR, you have the following rights:

- The right to access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

If you wish to exercise any of these rights, please contact us using the information provided above.

6. **\*\*Data Security Measures\*\***

We take the security of your personal data seriously and have implemented appropriate technical and organizational measures to protect it against loss, theft, or unauthorized access.

If you have any questions or concerns regarding our GDPR compliance or your personal data, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]