

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, Zip Code]

Subject: GDPR Sensitivity Analysis Report

Dear [Recipient Name],

I hope this letter finds you well. As part of our commitment to compliance with the General Data Protection Regulation (GDPR), we have conducted a sensitivity analysis of the personal data we handle. This analysis aims to assess the risks associated with our processing activities and to ensure the protection of personal data.

****Key Findings:****

1. ****Data Categories:**** We have identified the types of personal data we process, including [list of categories, e.g., names, contact details, financial information].
2. ****Risk Assessment:**** Each category of data has been evaluated for its sensitivity and potential impact on individuals in the event of a data breach.
3. ****Mitigation Measures:**** We have implemented safeguards, such as [list measures, e.g., encryption, access controls, staff training], to protect sensitive data.

****Recommendations:****

- Regularly review and update our data protection measures.
- Conduct employee training on data protection best practices.
- Perform periodic audits to assess compliance with GDPR.

For a detailed analysis and our action plan, please refer to the attached document. We appreciate your attention to this matter and welcome any feedback or questions you may have.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]