

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Data Retention Protocols

I hope this message finds you well. As part of our commitment to data privacy and compliance, we are reaching out to inform you about our data retention protocols that govern how we manage and protect your information.

1. ****Retention Period****: We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, or as required by applicable laws.

2. ****Data Disposal****: Once the retention period has expired, we securely dispose of personal data using methods that prevent unauthorized access and recovery.

3. ****Access and Review****: Individuals have the right to request access to their personal data and to review our data retention policy.

4. ****Compliance****: Our protocols adhere to applicable regulations, including [insert relevant laws or regulations].

We take data protection seriously, and our protocols are designed to ensure the security and confidentiality of your information. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]