

[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Privacy Policy Statement

At [Your Organization's Name], we value the privacy of our users and are committed to protecting their personal information. This letter outlines our Privacy Policy in relation to Zcash and how we handle your data.

1. **\*\*Information Collection\*\***

We may collect personal information when you interact with our services, including but not limited to your name, email address, and transaction history.

2. **\*\*Use of Information\*\***

The information we collect may be used to provide services, improve our offerings, and communicate with you regarding your account or services.

3. **\*\*Data Protection\*\***

We employ industry-standard security measures to protect your information. Access to your personal data is restricted to authorized personnel only.

4. **\*\*User Rights\*\***

Users have the right to access, correct, or delete their personal data. You may also withdraw your consent for data processing at any time.

5. **\*\*Third-Party Sharing\*\***

We do not sell or rent your personal information to third parties. We may share data only with trusted partners as necessary to fulfill our services.

6. **\*\*Changes to this Policy\*\***

We may update our Privacy Policy from time to time. We will notify you of any significant changes via email or through our website.

If you have any questions or concerns regarding our Privacy Policy, please feel free to contact us at [Your Contact Email or Phone Number].

Thank you for trusting [Your Organization's Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization's Name]