

<PLEASE NOTE THIS IS A SAMPLE EMAIL TEMPLATE, DO CONSULT YOUR DATA PROTECTION OFFICE or LAWYER BEFORE SENDING THE EMAIL>

Dear <FIRST_NAME>,

As the General Data Protection Regulation (GDPR) comes into effect on May 25, 2018, we are reaching out to inform and reassure you of our commitment to data privacy, security and operational transparency as to our data practices and processes. As a leading provider of <MENTION YOUR COMPANY'S PRODUCTS or SERVICES>, keeping abreast and aligning to regulations such as GDPR are critical to meeting the requirements of our global customers.

To help you both navigate and understand our company's current alignment with GDPR regulation we have updated our 'Privacy policy'. We encourage you to read the it here.

[Click here to read the Privacy policy \(linked to Privacy policy URL\)](#)

You will learn about:

- Important information and who we are
- The kind of personal information we collect
- How is your personal information collected?
- How we will use information about you?
- Data sharing, security and retention
- Rights of access, correction, erasure and restriction

Regards,

Name of the Data Protection Office

Data Protection Office (DPO)

Company Name