Subject: Contact Information for our Agency Privacy Officer

Dear [Recipient Name/Client Name],

At [Agency Name], we value your privacy and are committed to protecting your personal information. In accordance with our privacy policies and applicable data protection regulations, we are providing you with the contact details for our designated Privacy Officer.

If you have any questions regarding how your data is handled, wish to exercise your data rights, or need to report a privacy concern, please contact:

Privacy Officer Name: [Name of Privacy Officer]
Title: [Job Title, e.g., Data Protection Officer]
Email Address: [Email Address]
Phone Number: [Phone Number]
Mailing Address: [Full Office Address]

Our Privacy Officer is available to assist you with:

- Requests to access, correct, or delete your personal data.
- Inquiries about our data collection and processing practices.
- Reporting potential data breaches or security concerns.
- Opting out of specific data sharing or marketing communications.

For more information on our general privacy practices, you may also view our full Privacy Policy at [Website URL].

Sincerely,

[Your Name]
[Your Title]
[Agency Name]