[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Policyholder Name]
[Street Address]
[City, State, Zip Code]

**Subject: Annual Privacy Notice Regarding Your Auto Insurance Policy**

Dear [Policyholder Name],

At [Company Name], protecting your personal information is a top priority. As required by law, we are providing you with our annual privacy notice, which explains how we collect, use, and safeguard your data in relation to your auto insurance policy.

**1. Information We Collect**
We collect non-public personal information about you to provide insurance quotes and service your policy. This includes:

- Information from your application (name, address, social security number, and driving history).
- Information about your transactions with us (claims history and payment records).
- Information from third parties (consumer reporting agencies and motor vehicle records).

**2. How We Use Your Information**
We use your information only for business purposes, such as processing your premium payments, investigating insurance claims, and providing customer service. We do not sell your personal information to third parties for marketing purposes.

**3. Information Sharing**
We may share your information with affiliated and non-affiliated third parties only as permitted or required by law. This includes sharing with claims adjusters, legal authorities to prevent fraud, or service providers who perform functions on our behalf.

**4. How We Protect Your Information**
We maintain physical, electronic, and procedural safeguards to protect your data. Access to your personal information is restricted to employees who need that information to provide products or services to you.

**5. Your Rights**
You have the right to review the personal information we have on file for you and to request corrections if you believe the information is inaccurate.

No action is required on your part unless you wish to exercise your rights or update your communication preferences. If you have any questions regarding this notice, please contact our privacy office at [Phone Number] or visit our website at [Website URL].

Thank you for choosing [Company Name] for your auto insurance needs.

Sincerely,

[Sender Name/Department]
[Company Name]