[Date]

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

Subject: Annual Privacy Notice Regarding Your Renters Insurance Policy

Dear [Policyholder Name],

At [Insurance Company Name], protecting your privacy is a top priority. This letter serves as your annual notification regarding how we collect, use, and protect your personal information in connection with your renters insurance policy, [Policy Number].

Information We Collect
We collect non-public personal information about you to provide insurance products and services. This may include information from your application, your transactions with us, and third-party reports (such as claims history).

How We Use Your Information
We use your information only as permitted by law to service your policy, process claims, and prevent fraud. We do not sell your personal information to third parties for marketing purposes.

Information Sharing
We may share your information with affiliated companies or third-party service providers (such as adjusters or mailing houses) as necessary to administer your policy. We require these parties to maintain the confidentiality of your data.

Protecting Your Data
We maintain physical, electronic, and procedural safeguards to protect your personal information. Access is restricted to employees who need that information to provide products or services to you.

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. You can view our full privacy policy at [Website URL] or request a paper copy by calling [Phone Number].

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

Sincerely,

[Company Representative Name/Department]
[Insurance Company Name]
[Contact Information]