[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Confirmation of Personal Data Deletion**

Dear [Recipient’s Name],

We are writing to confirm that, in accordance with your request received on [DATE], all personal data associated with you has been deleted from our systems in compliance with [*applicable data protection regulations, e.g., GDPR, CCPA, etc.*].

**Scope of Deletion**

The following data has been deleted:

* [*List types of data deleted, e.g., name, contact information, account details, etc.*]

Please note that certain data may be retained if required by law or for compliance purposes, as outlined in our Privacy Policy (accessible here: [*INSERT LINK*]). If applicable, this data has been securely stored and is inaccessible for other purposes.

**Our Commitment to Privacy**

At [COMPANY NAME], we are committed to respecting your data rights and ensuring transparency in how we manage your information. If you have further requests or questions, we are here to assist.

Please direct any inquiries or additional requests to [Name, Title] at [Email Address/Phone Number].

Thank you for allowing us to serve you, and we remain dedicated to protecting your privacy.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]