

**LETTER #4 – AFTER YOUR INVESTIGATION, ACKNOWLEDGING THAT
YOU ARE MAKING A CHANGE IN THE OFFICE’S PRIVACY PRACTICES**

[date]

[your address]

As the Privacy Information Officer in this dental office, I have completed my investigation of your privacy complaint. As a result we will [describe how you are changing the office’s privacy practices].

Thank you for bringing this matter to our attention.

[signature of Privacy Information Officer]