

Terms of Business Reminder - Annual Acknowledgment (Casual Professional)

Subject: Annual TOB Review - Quick Acknowledgment Needed

Hi [Client Name],

Hope you're doing well! As part of our annual compliance review, we need to ensure all clients have current Terms of Business on file.

WHAT YOU NEED TO DO

Simply review the attached TOB (same as last year, with minor updates to Section 4 regarding data protection) and reply confirming you've read and accept them. Takes about 5 minutes.

WHAT'S CHANGED

The only updates since last year:

- Enhanced data protection provisions (GDPR compliance)
- Updated our business address
- Clarified payment terms timeline

Everything else remains the same - same great service, same commitment to your success.

QUICK CONFIRMATION

Just hit reply and type "I confirm acceptance of the updated TOB" and we're good to go. Need it by [date] to keep everything current.

If you'd prefer a formal review or have questions, just let me know and we can schedule a quick call.

Thanks for your continued partnership!

Cheers,

[Name]

[Title]

[Company Name]

[Contact]

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