

Formal Complaint for Breach of Confidentiality

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally complain about a breach of confidentiality that I believe has occurred within your organization. As [your position, if applicable] on [specific date], I became aware that confidential information regarding [describe the information or situation briefly] was disclosed without my consent.

This breach not only violates my right to privacy but also undermines the trust that is crucial in our professional relationship. I believe it is imperative that you address this matter immediately to prevent further incidents and to rectify the situation.

I request that you investigate this matter thoroughly and provide a written response detailing the actions you will take to resolve this issue. I expect to receive your response by [a specific date].

Thank you for your attention to this serious matter. I look forward to your prompt reply.

Sincerely,

[Your Name]