

Data Protection Complaint

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the misuse of my personal data, which I believe violates my rights under data protection laws.

Details of the incident:

- **Date of Incident:** [Insert Date]
- **Description of Data Misuse:** [Provide a brief description of how your data was misused]
- **Relevant Data:** [Specify what personal data was involved]

I request that you take immediate action to address this issue and provide me with a written response acknowledging the receipt of this complaint within [number of days, e.g., 14 days]. Additionally, I would like to know what measures will be taken to rectify this situation and safeguard my data in the future.

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

Sincerely,

[Your Name]