

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the processing of my personal data by [Company's Name]. I believe that there have been violations of data protection regulations that warrant your immediate attention.

On [specific date], I noticed that [explain the issue, e.g., my personal data was shared without my consent, or my data was processed incorrectly]. This has caused me significant concern as it entails [explain the impact, e.g., a breach of privacy or loss of trust].

According to [mention relevant laws or regulations, e.g., GDPR], I have the right to [mention your rights, e.g., know how my data is processed, request corrections, etc.]. I kindly request that you investigate this matter promptly and provide me with a response detailing the findings and the actions that will be taken to rectify the situation.

Thank you for your attention to this serious matter. I look forward to hearing back from you soon.

Sincerely,

[Your Name]