

Letter Template for Claim on Restriction of Private Information Sharing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Claim for Restriction on Private Information Sharing

Dear [Recipient's Name],

I am writing to formally request the restriction of sharing my private information that I believe has been improperly disclosed or may be disclosed without my consent.

My personal information includes [briefly describe the specific information in question]. I have reason to believe that this information is being shared with third parties, which I have not authorized.

In accordance with [relevant laws or regulations], I request that you take immediate action to ensure that my information is no longer shared and provide me with a confirmation in writing that this will be duly enforced.

Please respond to this letter within [specify time frame] to confirm the actions you will take regarding my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]