

[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]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unauthorized distribution of my [describe the material, e.g., copyrighted work, personal information, etc.] without my consent. It has come to my attention that [provide details of the distribution, including where and how you discovered it].

This distribution is a clear violation of my rights, and I request that immediate action be taken to cease the distribution and remedy this situation. I expect a prompt response to this matter and a confirmation that the unauthorized materials have been removed.

Thank you for your attention to this serious issue. I look forward to your swift reply.

Sincerely,

[Your Name]