

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 lodge a complaint regarding a breach of my privacy that occurred on [date of incident]. I believe this incident has significantly compromised my personal information and has caused me considerable distress.

The details of the breach are as follows:

- Description of the breach.
- How it came to my attention.
- Impact it has had on me.

I request that you conduct a thorough investigation into this matter, and I would appreciate a prompt response outlining the steps you will take to address this issue. I trust that you understand the seriousness of this violation and will handle it accordingly.

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

Sincerely,

[Your Name]