

Grievance About Unauthorized Access to Personal Information

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the unauthorized access to my personal information that occurred on [specific date]. It has come to my attention that my sensitive information, including [specify types of data, e.g., social security number, financial details, etc.], was accessed without my consent.

This breach of privacy has caused me significant concern, both personally and financially. I am deeply troubled by the implications of this incident, and I demand a thorough investigation into how this unauthorized access occurred and what measures will be taken to ensure it does not happen again.

I request a written response within [specify time frame, e.g., 14 days] detailing the steps your organization is taking to address this issue and protect the personal information of all individuals within your care.

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

Sincerely,
[Your Name]