

Complaint Regarding Data Breach and Unauthorized Entry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding a recent data breach and unauthorized entry that has occurred within your organization. On [specify date], I was informed that my personal data may have been compromised due to a breach in your security protocols.

As a concerned individual, I expect that my data is handled with the utmost care and security. It is distressing to learn that unauthorized access to sensitive information has occurred. I would like to request a full explanation regarding the breach, including how it happened, what information was accessed, and the steps that you are taking to mitigate this issue moving forward.

I also request to know how you intend to notify all affected individuals, including any measures you plan to take to protect us from potential identity theft or other damages that may result from this incident.

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

Sincerely,

[Your Name]