

Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Unauthorized Access to Sensitive Data

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unauthorized access to my sensitive data, which I believe occurred on [specific date(s)]. As a valued customer, I trust that my information is handled with the utmost care; however, I am deeply concerned about the breach of my personal data.

It has come to my attention that [describe how you learned about the unauthorized access, e.g., receiving notifications, being alerted by third-party monitoring, etc.]. This incident has left me feeling vulnerable and anxious about the security of my personal information.

I request that you conduct a thorough investigation into this matter and provide me with detailed findings regarding how the breach occurred, the extent of the data accessed, and the measures being taken to prevent such incidents in the future. Additionally, I seek reassurance that my sensitive data will be safeguarded from further unauthorized access.

Please consider this letter a formal complaint and respond to me at your earliest convenience. I expect to hear from you within [reasonable time frame, e.g., 14 days] regarding this issue.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]