

# Letter of Complaint

Date: \_\_\_\_\_

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding serious breaches of confidentiality and unauthorized access to my personal information as a result of [briefly describe the incident, e.g., data breach, unauthorized sharing of information, etc.].

On [date of incident], I discovered that [provide specifics about the breach, how you became aware of it, and the implications it has had on you]. This has not only compromised my privacy but has also led to [mention any consequences you have faced, e.g., financial loss, emotional distress, etc.].

I believe that these actions are in direct violation of [mention any relevant laws, regulations, or company policies]. I kindly request that you conduct a thorough investigation into this matter and provide me with a detailed account of how this occurred and the steps you are taking to rectify the situation.

Furthermore, I expect to receive confirmation that appropriate measures will be implemented to prevent future occurrences of such breaches.

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

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]