

Complaint Letter

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

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding unauthorized access to my personal information that I believe has occurred within your organization.

On [specific date], I discovered that my personal information, including [mention specific information, e.g., social security number, address, etc.], was accessed without my consent. This incident has caused me significant distress and raises questions about the security measures in place to protect customer data.

I request a full investigation into this matter and a detailed explanation of how this breach occurred. Additionally, I would appreciate information on the steps your organization will take to prevent such incidents in the future.

Please contact me at your earliest convenience so we can discuss this matter further. I expect a response within [mention a reasonable timeframe, e.g., 14 days].

Thank you for your attention to this serious issue.

Sincerely,
[Your Name]