

Unauthorized Access Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally report an incident of unauthorized access that occurred on [date of incident] involving my account/credentials.

Details of the incident are as follows:

- Account/Service Affected: [Name of account/service]
- Time of Incident: [Approximate time of access]
- Nature of Access: [Description of unauthorized access]
- Actions Taken: [Any steps you've taken post-incident]

I believe this access was unauthorized and could potentially compromise my personal information. I request an investigation into this matter and any measures available to rectify the situation.

Thank you for your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email] if you need any more information.

Sincerely,

[Your Name]