

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

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

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a breach of my privacy that occurred on [specific date]. I believe that my personal information has been improperly accessed, used, or disclosed without my consent.

Details of the Privacy Breach:

- Type of personal information involved: [describe the information]
- Date of breach: [specific date]
- How I became aware of the breach: [brief description]

This incident has caused me considerable distress and concerns about the security of my personal information. I urge your organization to take this matter seriously and conduct a thorough investigation.

I would appreciate a timely response to this complaint, detailing the steps that will be taken to address this issue. Please respond to me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]