

Letter of Grievance for Unauthorized Data Access

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the unauthorized access of my personal data, which I believe may have occurred on [insert date or timeframe of incident]. I was alerted to this breach through [describe how you became aware of the incident].

This unauthorized access raises serious concerns about the security measures in place at [Company/Organization Name] and the potential misuse of my personal information. It is vital that every individual's privacy is respected and protected, and I believe this incident requires immediate attention and action.

I request a thorough investigation into this matter and to be kept informed of the outcomes. Additionally, I seek assurance that appropriate measures will be taken to prevent such incidents in the future.

Thank you for your prompt attention to this serious concern. I look forward to your response.

Sincerely,

[Your Name]