

# Notification of Violation of Personal Privacy

Date: [Insert Date]

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

**[Recipient's Name]**

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally inform you of a violation of my personal privacy that has come to my attention. It appears that my personal information has been accessed and used without my consent.

This incident occurred on [insert date of violation], and it has caused me significant distress. The specific details of the violation include [insert specific details about the violation].

I request that you take immediate action to rectify this situation by [insert what you want them to do, e.g., removing the information, ceasing any further unauthorized use, etc.].

Please respond to this notification by [insert a deadline date], confirming your receipt of this letter and outlining the steps you will take to address my concerns.

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

Sincerely,

[Your Name]