

# Request for Action on Privacy Infringement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request your immediate attention regarding a serious infringement of my privacy that has occurred. It has come to my attention that [briefly describe the infringement, e.g., unauthorized sharing of personal information, data breach, etc.], which is in violation of relevant privacy laws and regulations.

Details of the incident are as follows:

- Date of Incident: [Insert Date]
- Description of the Incident: [Provide a brief description]
- Impacted Information: [List the type of information involved]

I kindly request the following actions be taken:

1. [List the actions you want them to take, e.g., investigate the matter, remove the information, etc.]
2. [Additional actions, if needed]

Please confirm receipt of this letter and provide me with an update on the actions being taken to address my request within [insert a reasonable time frame, e.g., 14 days]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Email Address]

[Phone Number]