

Privacy Violation Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding a violation of my privacy that occurred at [School/University Name]. On [Date of Incident], I discovered that [describe the specifics of the privacy violation].

This incident has caused me [mention any emotional distress or impact], which I believe violates my rights as a student under [mention any relevant laws or policies if applicable].

I kindly request that you investigate this matter and take appropriate actions to ensure that such violations do not occur in the future. I would appreciate receiving written confirmation of your receipt of this complaint and any steps you intend to take in response.

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

Sincerely,

[Your Name]