

Data Privacy Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding a potential violation of my data privacy rights by [Company Name].

On [insert date], I noticed that [describe the specific incident or issue, e.g., unauthorized sharing of personal data, insufficient data protection measures, etc.]. This situation has raised significant concerns about the safety and security of my personal information.

As a customer, I expect that my data is handled in accordance with the relevant data protection laws and the privacy policy provided by your company. However, the actions taken by [Company Name] appear to contradict those commitments.

I kindly request that you investigate this matter and take appropriate action to rectify the situation. Additionally, I would appreciate a response detailing the steps that will be taken to address my complaint.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]