

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
[Telecommunications Company Name]
Company Address
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally express my concerns regarding the handling of my personal data by your company, [Telecommunications Company Name]. As a customer, I expect that my private information is managed in accordance with data protection regulations and with the utmost care.

Specifically, I have noticed [describe the specific data privacy concern, e.g., unauthorized sharing of my information, lack of response to a previous inquiry, etc.]. This situation raises significant concerns about how my personal data is being used and safeguarded.

I kindly request that you provide a detailed explanation of your data privacy policies and the measures you have in place to protect personal information. Additionally, I would appreciate information on how to proceed if I wish to opt-out of any data collection practices.

I expect a prompt response to this matter, as it is essential for maintaining trust between your company and its customers. Thank you for your attention to this serious issue.

Sincerely,
Your Name