

Formal Complaint about Data Protection Violation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a serious concern regarding a possible violation of data protection laws involving my personal information.

On [insert date of incident], I discovered that my personal data, which includes [specify the type of data, e.g., name, contact information, etc.], was [describe the nature of the violation, e.g., accessed, shared, leaked] without my consent.

This incident not only breaches my privacy but also contravenes [specify relevant data protection laws or regulations, e.g., GDPR, CCPA]. I request that you investigate this matter thoroughly and take appropriate actions to address this violation.

Please provide a written response to my complaint within [insert a reasonable time frame, e.g., 14 days] from the date of this letter.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]