

# Formal Complaint Regarding Privacy Policy 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 lodge a complaint regarding a violation of your privacy policy, which I believe has affected my personal information. On [insert date of incident], I discovered that [briefly describe what happened and how it violated the privacy policy].

As outlined in your privacy policy, [quote the specific section or statement violated]. However, my personal information was [explain how it was mishandled]. This raises serious concerns regarding your compliance with the agreed-upon policies and my privacy rights.

I request that you investigate this matter and provide a detailed explanation of the steps that will be taken to rectify the situation. I also expect assurance that measures will be implemented to prevent this from happening in the future.

Please respond to my complaint within [specify a reasonable time frame, e.g., 14 days] from the date of this letter. If I do not receive a satisfactory response, I will consider further actions, including reporting this matter to the relevant authorities.

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

Sincerely,

[Your Name]