

# Formal Complaint Regarding Breach of Personal Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding a serious breach of my personal information that I believe occurred under your oversight.

On [insert date of incident], I discovered that my personal information, specifically [briefly describe the information that was breached], was accessed without my consent. This unauthorized access has caused me significant concern regarding the security of my private data.

According to [mention any relevant legislation or company policy], I believe it is your responsibility to safeguard personal information and notify individuals of such breaches promptly. Unfortunately, I have not received any communication from your organization regarding this incident.

I request a detailed explanation of how this breach occurred, the steps you are taking to rectify the situation, and assurances that my personal information will be protected in the future. Furthermore, I expect to be informed about any other individuals whose information may have also been compromised.

Please treat this matter with the utmost urgency. I look forward to your prompt response within [insert timeframe, usually 14 days]. Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]