

Formal Complaint Regarding Privacy Infringement

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a serious infringement of my privacy that has occurred on [date of incident]. I believe that my personal information has been accessed and used without my consent, which is a violation of my privacy rights.

On [specific details of the incident], I noticed that [describe what happened, including how the infringement was discovered and the impact it has had on you]. I believe this action not only contradicts the privacy policies of [Company/Organization Name] but also breaches applicable privacy laws.

I request that you conduct a thorough investigation into this matter and provide me with a response outlining the steps that will be taken to rectify this situation. Additionally, I would appreciate any information on how you will ensure that my personal information is protected moving forward.

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

Sincerely,

[Your Name]