

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

Recipient's Name
Recipient's Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the failure to adequately protect sensitive information under your organization's care. On [specific date], I became aware of a data breach that exposed my personal information, which I consider a serious violation of my privacy and trust.

As a client of [Company/Organization Name], I expect that you have implemented the necessary safeguards to protect sensitive data. The lapse in security measures has caused me considerable distress and could potentially lead to [describe potential consequences, e.g., identity theft, financial loss, etc.].

I respectfully request a comprehensive explanation of how this incident occurred, the measures you plan to implement to prevent future breaches, and any steps being taken to mitigate the impact of this situation on affected individuals.

Thank you for your attention to this serious matter. I look forward to your prompt response to my concerns.

Sincerely,
[Your Name]