

# Formal Complaint Regarding Unauthorized Sharing of Private Data

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 the unauthorized sharing of my private data. On [insert date], I discovered that my personal information was shared without my consent, which is a clear violation of [cite any applicable laws or policies].

The specific details of the unauthorized sharing are as follows:

- Type of data shared: [Specify the data]
- Date of incident: [Insert date]
- How I discovered the sharing: [Explain briefly]

I request an immediate investigation into this matter and measures to ensure that my data is secured and not shared without my express permission in the future. Furthermore, I would like to receive confirmation of the actions taken to address this issue by [insert a specific date].

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

Sincerely,

[Your Name]