

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 complaint regarding the unauthorized disclosure of confidential details pertaining to my [specific information, e.g., personal, medical, financial] information. It has come to my attention that this sensitive information was shared without my consent, which I believe is a violation of privacy regulations and company policy.

On [specific date or period], I learned that [describe how you found out about the disclosure]. The details shared included [list specific details that were disclosed], which has caused me significant concern and distress.

I request that an immediate investigation be conducted into this matter, and I would like to be informed of the steps that will be taken to address this issue. Moreover, I would appreciate confirmation that all sensitive information will be secured to prevent any further unauthorized disclosures in the future.

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

Sincerely,
[Your Name]