

Formal Complaint Regarding Unauthorized Data Access

[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 complain about an incident of unauthorized access to my personal data, which I believe has occurred within your organization. On [date of incident], I discovered that my [specific data or information, e.g., personal information, credit card details] was accessed without my consent.

This breach of privacy not only raises significant concerns regarding the security measures in place at your organization but also puts my personal information at risk. I expect that you will conduct a thorough investigation into this matter and take appropriate action to prevent any future occurrences.

Please provide me with a written response detailing the steps you will take to address my complaint and safeguard against unauthorized data access moving forward. I look forward to your timely response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]