

Formal Complaint Regarding Mishandled Personal Data

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the mishandling of my personal data by [Company Name]. On [date of incident], I discovered that my personal information, including [briefly describe the data type, e.g., name, address, financial information], was [describe the mishandling issue, e.g., exposed, shared without consent].

This incident has caused me significant distress and concern for my privacy and security. I believe that [Company Name] has a responsibility to protect my personal information in accordance with [relevant laws or regulations, e.g., GDPR, HIPAA].

I request that you investigate this matter promptly and take appropriate action to prevent further mishandling of personal data. Additionally, I seek confirmation that my data has been secured and that measures have been implemented to protect my privacy going forward.

Thank you for your immediate attention to this serious issue. I look forward to your prompt response regarding the actions that will be taken.

Sincerely,

[Your Name]