

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding a data breach that occurred on [date of the breach] affecting my personal information and compromising my confidentiality.

This incident has caused me significant distress as my sensitive data, including [list specific types of data, e.g., Social Security number, financial information], may have been accessed by unauthorized individuals.

I request a detailed explanation of how this breach occurred, the steps being taken to address it, and what measures will be put in place to prevent future occurrences. Additionally, I would like to understand how my information will be safeguarded moving forward.

Please respond to this letter within [specify time frame, e.g., 14 days] to address my concerns. Thank you for your immediate attention to this serious matter.

Sincerely,  
[Your Name]