

Formal Complaint Regarding Improper Handling of Personal Data

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the improper handling of my personal data by [Company/Organization Name].

On [insert date], I discovered that my personal information, including [specify the data involved, e.g., name, address, email, etc.], was [describe the incident, e.g., exposed, shared without consent, etc.]. This situation raises serious concerns about your organization's data protection practices and compliance with data privacy regulations.

According to [reference any relevant laws or policies, e.g., GDPR, CCPA], I believe that my personal data should have been better protected and handled with greater care. I would like to know what steps [Company/Organization Name] is taking to rectify this situation and prevent similar incidents in the future.

Please respond to this complaint by [specify a reasonable deadline, e.g., within 14 days] with details regarding your investigation and any actions taken.

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

Sincerely,

[Your Name]