

# Formal Complaint Regarding Failure to Safeguard Private Information

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

Recipient's Name  
Title  
Company/Organization Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my complaint regarding the failure to safeguard my private information by [Company/Organization Name]. On [specific date], I discovered that my personal information, including [list specific information, e.g., SSN, financial details, etc.], was compromised due to [briefly describe the incident, e.g., data breach, unauthorized access, etc.].

This incident has caused me significant concern and distress as it jeopardizes my privacy and security. I expected [Company/Organization Name] to adhere to industry standards for data protection and to take necessary precautions in safeguarding private information.

I request that you investigate this matter promptly and inform me of the steps being taken to rectify the situation and prevent future occurrences. Furthermore, I would appreciate any assistance you can provide in mitigating the impact of this breach on my personal information.

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

Sincerely,  
[Your Name]