

Formal Complaint Regarding Unauthorized Access to Personal Information

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint concerning the unauthorized access to my personal information that occurred on [insert date of incident]. Despite my previous attempts to resolve this issue informally, I feel it is necessary to escalate the matter.

On [insert specific date], I discovered that my personal information, including [list specific information accessed, e.g., social security number, address, etc.], was accessed without my consent. This violation of my privacy is not only distressing but also poses significant risks to my safety and security.

I request that you conduct a thorough investigation into this incident and take immediate action to prevent any further unauthorized access to my personal information. Additionally, I expect to receive an update regarding the steps being taken to address this issue and protect my data moving forward.

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

Sincerely,

[Your Name]