

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain regarding a violation of my privacy rights which occurred on [insert date of incident]. I believe that my confidential information has been mishandled, which has resulted in [briefly explain the impact of the violation].

Details of the incident are as follows:

- Date and time of the incident: [insert date and time]
- Description of the violation: [insert detailed description]
- Any witnesses or evidence: [insert relevant details]

I request that you take immediate action to address this issue and ensure that such violations do not occur in the future. I would appreciate your written response to this complaint by [insert deadline date]. Failure to address this matter may result in further action on my part.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]