

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Privacy Policy Violations

Dear [Recipient's Name],

I am writing to formally express my concern regarding potential violations of your privacy policy that I have experienced as a customer of [Company's Name]. On [specific dates], I noticed that my personal information, which I believed was protected under your stated privacy policy, has been mishandled.

According to your privacy policy dated [insert date], it is stated that [briefly summarize the relevant section of the privacy policy]. However, I have observed the following issues:

- [Describe the first specific issue]
- [Describe the second specific issue]
- [Add any additional issues as necessary]

These actions not only contradict the assurances provided in your privacy policy but also raise significant concerns regarding the security of my personal information. I kindly request that you investigate this matter promptly and take appropriate steps to rectify the situation.

Thank you for addressing my concerns. I look forward to your timely response.

Sincerely,

[Your Name]