

Formal Complaint Regarding Unauthorized Data Access

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally complain about an incident regarding unauthorized access to my personal data. On [specific date], I became aware that my data had been accessed without my consent, which raises serious concerns regarding the security measures in place at your organization.

Details of the incident are as follows:

- **Date of Incident:** [insert date]
- **Description of Data Affected:** [insert description]
- **How I Discovered the Incident:** [insert how you found out]

This breach of my personal information is unacceptable and has caused me significant distress. I request that your organization provides a thorough investigation into this matter and takes appropriate action to ensure that my data--and the data of others--are safeguarded against any future unauthorized access.

I would appreciate a response regarding the steps your organization plans to take in addressing this incident by [set a specific date]. Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]