

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 express my concern regarding a data security breach that occurred on [Date of Incident], which has affected my personal information and compromised my privacy.

On [specific date or time frame], I was notified that my personal data, including [specify types of data, e.g., Social Security number, bank account information], was accessed without authorization. This incident has caused me significant distress and has put me at risk for identity theft and financial loss.

I urge you to take immediate action to rectify this situation and to provide a detailed explanation of how this breach occurred, the measures that are being taken to prevent future incidents, and what steps you will take to protect affected individuals.

Please respond to this complaint within [specify time frame, e.g., 14 days] to inform me of the actions being taken. I hope for a prompt resolution to this matter.

Thank you for your attention to this serious issue.

Sincerely,
[Your Name]