

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 concerns regarding the lack of transparency in the data usage policies of [Company/Organization Name]. As a [your relationship with the company, e.g., customer, employee], I believe it is imperative to understand how my personal data is being collected, used, and shared.

It has come to my attention that there is insufficient information provided about your data practices, particularly regarding [specific issues such as data retention, sharing practices, etc.]. This lack of clarity not only raises concerns over privacy but also impacts user trust in your organization.

I kindly request detailed information regarding your data usage policies, including but not limited to:

- How my data is collected and used
- Whom my data is shared with
- How long my data is retained
- The measures in place to protect my data

Your prompt attention to this matter would be greatly appreciated. Please provide a comprehensive response by [specific date]. I look forward to your reply and hope to see improvements in your transparency regarding data usage.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]