

# Formal Complaint Regarding Data Protection Negligence

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a serious issue of negligence in data protection that I have experienced with [Company Name]. On [date of incident], I noticed that my personal information, which I entrusted to your organization, was compromised due to [brief description of the incident, e.g., unauthorized access, data breach, etc.].

This incident not only violates my privacy but also puts me at risk of identity theft and fraud. I have made attempts to resolve this matter informally by [mention any previous communication attempts], but unfortunately, the response has not been satisfactory.

As a valued customer, I expected [Company Name] to uphold the highest standards of data protection in compliance with applicable laws and regulations. I urge you to investigate this matter thoroughly and take immediate corrective actions to prevent further occurrences.

I expect a formal response to this complaint by [set a reasonable deadline, e.g., two weeks from the date of the letter]. Please acknowledge receipt of this letter and provide me with an update on the actions taken regarding this issue.

Thank you for your attention to this significant matter.

Sincerely,  
[Your Name]