

Formal Complaint Regarding Data Processing Errors

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the data processing errors encountered in my recent interactions with [Company Name]. Despite my attempts to resolve these issues through customer service, the errors persist.

On [specific date], I noticed that [describe the specific data processing errors]. This has resulted in [explain the impact of the errors on your situation]. I believe this error may be due to [any relevant details regarding data processing].

I kindly request that you address this matter promptly by [outline any specific resolutions you are seeking]. I have enclosed [any relevant documents or evidence] to support my complaint.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]