

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

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally complain regarding the failure to respond to my data request submitted on [date of request]. According to [relevant law or policy], I am entitled to receive a timely response to my request, which has not occurred.

I submitted a request for [brief description of the data requested] and had anticipated a response within [number of days stated in policy]. However, it has now been [duration since request] and I have yet to receive any acknowledgment or information regarding the status of my request.

This lack of response is concerning and does not align with the standards of transparency and accountability expected from your organization. I respectfully request that you address this issue promptly and provide the requested information without further delay.

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

Sincerely,
[Your Name]