

# Formal Complaint Regarding GDPR Violations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding your organization's handling of my personal data, which I believe is in violation of the General Data Protection Regulation (GDPR).

On [specific date or time period], I discovered that [describe the specific GDPR violation, such as unauthorized processing of personal data, lack of consent, etc.]. This has caused [explain any effects or damages, if applicable].

In accordance with my rights under the GDPR, I would like you to provide me with:

- A confirmation of whether my personal data is being processed.
- Access to my personal data that has been processed.
- Information regarding the purpose of the processing, the categories of personal data concerned, and the recipients of my data.
- Details regarding the source of the data, if it was not collected directly from me.

Furthermore, I request that you take immediate action to rectify this situation by [specify actions you expect, such as deleting your data, providing compensation, etc.].

Should you fail to address my complaint satisfactorily, I will have no other option but to escalate this matter to the relevant supervisory authority.

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

Sincerely,

[Your Name]