

# Formal Complaint Regarding Personal Data Mishandling

To whom it may concern,

I am writing to formally lodge a complaint regarding the mishandling of my personal data by [Company/Organization Name]. I have serious concerns about the security and confidentiality of my information.

On [Date], I discovered that my personal data, which includes [List specific personal data], was accessed/used without my consent for [Explain how it was mishandled, e.g., unauthorized access, lack of consent, etc.]. This breach of privacy has caused me considerable anxiety and distress.

I expect you to investigate this matter promptly and provide me with details regarding how my data was mishandled. Additionally, I request information on how you intend to rectify this situation and prevent further occurrences in the future.

Please respond to my complaint within [Time Frame], as I believe this issue requires immediate attention. You may contact me at [Your Email/Phone Number].

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]