

Formal Complaint Regarding Privacy Policy Violation

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

Customer Service Team
[Retailer Name]
[Retailer Address]
City, State, Zip Code

Dear Customer Service Team,

I am writing to formally express my concerns regarding a violation of your privacy policy that I have recently experienced as a customer of [Retailer Name]. On [specific date], I noticed that my personal information, including [specific details], was used/shared without my consent, contrary to the assurances provided in your privacy policy.

According to your privacy policy, [quote relevant section of the policy]. However, it appears that this policy has not been upheld in my case. This breach has caused me significant concern regarding my personal data security.

I request a thorough investigation into this matter and an explanation of the steps you will take to remedy this situation. Additionally, I expect assurances that my data will be handled with the utmost regard for privacy in the future.

Thank you for addressing this serious issue promptly. I look forward to your immediate response.

Sincerely,
[Your Name]