

Formal Complaint Letter Regarding Data Breach Incident

[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 a data breach incident that occurred on [date of the incident]. As a customer of [Company's Name], I am deeply concerned about the unauthorized access to my personal data, which includes [list any relevant personal information that was exposed, e.g., name, address, social security number].

The breach has not only compromised my sensitive information but has also caused me significant distress and potential financial harm. I believe it is the responsibility of [Company's Name] to ensure the security of its customers' data and to take immediate actions to rectify this situation.

I request a detailed explanation of how this breach occurred, the preventive measures being implemented to protect my personal data moving forward, and any steps you are taking to mitigate the impact of this incident on affected customers.

Please consider this letter as a formal complaint, and I would appreciate a prompt response within [mention a specific time frame, e.g., 14 days], addressing my concerns and providing the necessary information.

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

Sincerely,

[Your Name]