

Formal Complaint Regarding Privacy Violations Due to Data Breach

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding a serious breach of my privacy rights due to a recent data breach involving your organization. On [specific date], I was informed that my personal information, including [mention specific data affected, e.g., Social Security Number, contact details], was compromised.

As a customer of [Company/Organization Name], I expect my personal information to be safeguarded with the highest standards of security. The exposure of my sensitive information has caused me significant distress and potential risks of identity theft.

I request a thorough explanation of how this breach occurred, the steps being taken to rectify the situation, and what measures you plan to implement to prevent such incidents in the future. Additionally, I would appreciate information on how you intend to assist affected individuals in mitigating the risks associated with this breach.

Please acknowledge receipt of this letter and provide a response by [specific date, e.g., within 14 days]. Failure to address this issue adequately may lead me to escalate my complaint to the relevant authorities.

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

Sincerely,

[Your Name]