

Formal Complaint Regarding Mishandling of Sensitive Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain regarding the mishandling of sensitive information by your organization, which has caused me significant concern. On [specific date], I learned that my personal information was improperly accessed/shared, which is a violation of my privacy and the trust I have placed in your organization.

Specifically, I am referring to [describe the specific incident or behavior in detail]. This situation not only compromises my personal data but also raises questions about your organization's confidentiality policies and procedures.

I request that you take this matter seriously by investigating the incident and providing me with a formal response regarding the steps that will be taken to address this issue and prevent future occurrences.

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

Sincerely,

[Your Name]