

Complaint Regarding Unauthorized Access

[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 lodge a complaint regarding unauthorized access to my personal information and accounts associated with [specific service or system]. This situation has raised significant concerns regarding my privacy and security.

[Briefly describe the incident, including dates, what occurred, and any relevant details that support your claim.]

Given the severity of this matter, I kindly request that you investigate and address this issue promptly. I also expect to receive updates regarding the actions being taken to secure my data and prevent future occurrences.

Thank you for your attention to this urgent issue. I look forward to your prompt reply.

Sincerely,

[Your Name]