

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

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

Dear [Recipient's Name],

I am writing to formally express my concern regarding a violation of my digital privacy that has occurred with [specific details about the incident, e.g., unauthorized data access, sharing of personal information].

The incident took place on [date], and I believe it has resulted in [briefly describe the impact, e.g., unauthorized use of my data, compromised security]. I expected my personal information to be handled with care and in accordance with applicable privacy laws.

I request a thorough investigation into this matter and ask for a detailed response regarding the actions being taken to rectify the situation. Additionally, I would like to know how my data will be protected moving forward.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]