

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Hacking Incident

I am writing to formally lodge a complaint regarding a hacking incident that has affected me on [date of incident]. As a result of this breach, [briefly describe the impact of the hacking, e.g., loss of personal data, unauthorized transactions, etc.].

Despite taking necessary precautions, my account/email/service was compromised due to [describe any known details, e.g., phishing attempts, security vulnerabilities]. I have already attempted to resolve this issue by [mention any actions you have taken, e.g., changing passwords, contacting support].

I kindly request your immediate attention to investigate this matter thoroughly and provide updates on the status of the investigation.

Additionally, I would appreciate any guidance on how to further secure my account and prevent future incidents.

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

Sincerely,

[Your Name]