

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

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

Subject: Formal Complaint Regarding Cyber Theft

Dear [Recipient Name],

I am writing to formally report an incident of cyber theft that has occurred on [date of incident]. It appears that my personal information and/or financial data have been compromised, resulting in unauthorized access to my accounts.

Details of the Incident:

- Date and time of the incident: [insert date and time]
- Description of what was stolen: [briefly describe stolen information, e.g., credit card details, login credentials]
- Actions taken: [list any actions you've taken, e.g., reported to bank, changed passwords]

I request that your organization investigate this matter and take appropriate measures to protect my information and prevent further theft. Additionally, I would appreciate guidance on how to secure my accounts and any steps I should take moving forward.

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

Sincerely,
[Your Name]