[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Privacy Officer Name or Department Name]
[Organization Name]
[Organization Address]

Subject: Formal Privacy Complaint regarding [Brief Description of Issue]

Dear [Privacy Officer Name or Contact Person],

I am writing to lodge a formal complaint regarding the handling of my personal information by [Organization Name]. I believe that my privacy rights have been breached in relation to the following incident:

Details of the Incident:
[Provide a clear description of what happened, including dates, the specific personal information involved, and any staff members you have already spoken to.]

My Concerns:
[Explain why you believe your privacy has been compromised, such as unauthorized access, disclosure, or failure to secure your data.]

Proposed Resolution:
To resolve this matter, I am requesting the following actions:
- [e.g., An explanation of how the breach occurred]
- [e.g., Confirmation that my data has been secured or deleted]
- [e.g., Steps being taken to prevent this from happening again]

I look forward to receiving a response within [Number, e.g., 30] days as per your privacy policy and applicable data protection laws. If I do not receive a satisfactory response, I reserve the right to escalate this complaint to the [Name of Data Protection Authority/Regulator].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]