First Person

Second Person

Company

Address 1

Address 2

City State, Zip

Date

Dear Name and Name:

This letter is to confirm receipt of your [insert date] privacy complaint on [insert date]. During the investigation, we may need to contact you to gather more information.

Additionally, you will be notified when our investigation has been completed. We anticipate being able to complete it within 30 days from the start of the investigation.

If you have questions, please contact me at NUMBER or EMAIL.

Sincerely,

Firstname Lastname

Title Title Title