First Person

Second Person

Company

Address 1

Address 2

City State, Zip

Date

Dear Name and Name:

This letter is to acknowledge receipt of your privacy complaint that I received on DATE. I reviewed your concern and determined it is program related and best answered by NAME/PROGRAM. As a result, I have forwarded the information you gave me to Ms. NAME. When I spoke with her, she asked me to let you know that she will contact you by phone to better answer your questions.

Sincerely,

Firstname Lastname

Title Title Title