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, which I received on DATE. Based upon the information in your letter, I determined it is a program matter, and best addressed by the Division of NAME/PROGRAM NAME. As appropriate, the Division/Program may contact you for additional information.

If I can be of further assistance, please feel free to contact me at NUMBER.

Sincerely,

Firstname Lastname

Title Title Title