First Person

Second Person

Company

Address 1

Address 2

City State, Zip

Date

Dear Name and Name:

I recently received information that you may have felt your privacy rights were violated while communicating with the Department of NAME about benefits or services. Additionally, I understand your concern may have been resolved. Regardless, in the event you need my assistance, I have enclosed a copy of the Department’s privacy complaint form for your information and use.

Sincerely,

Firstname Lastname

Title Title Title