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 requesting benefits from a department program. Additionally, I know you had the opportunity to speak with NAME in OFFICE, which may have resolved your concern. In the event you need my assistance, you may call me at NUMBER. Or, you may contact NAME at NUMBER.

Sincerely,

Firstname Lastname

Title Title Title