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 on [insert date]. In your complaint, you alleged [include relevant summary of complaint allegations].

My review showed that [include relevant information and conclusion from investigation]. I have enclosed [include relevant copies or forms as needed and any notice of appeal rights, if applicable].

Thank you for the opportunity to review your concern. If I can be of further assistance, please feel free to contact me at [insert contact information].

Sincerely,

Firstname Lastname

Title Title Title