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 dated [insert date], which the Department received on [insert date]. In your complaint, you allege [include relevant summary of complaint allegations].

My review showed [include relevant information and conclusion from investigation]. I have enclosed [include relevant copies or forms as needed].

You have [insert timeline for appeal if applicable] from [insert date appeal timeline starts if applicable] to appeal this decision. You may appeal it by [describe process and include copies of or links to relevant forms].

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