

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Institution Name]
[Institution Address]

RE: Formal Complaint Regarding Negligent Mishandling of Account Documents

Dear [Recipient Name or Title],

I am writing to formally lodge a complaint regarding the negligent handling of my account documents associated with account number [Account Number].

On [Date], the following incident(s) occurred: [Provide a brief, factual description of how the documents were mishandled, e.g., lost, sent to the wrong address, or left unsecured].

These documents contain sensitive personal and financial information. The failure to handle these records with the required standard of care has resulted in [mention consequences, e.g., a breach of my privacy, potential identity theft risks, or financial delays].

As a result of this negligence, I request the following actions be taken immediately:

- A formal written explanation of how this error occurred.
- Confirmation of the current location and status of the documents.
- Details of the steps your institution is taking to prevent a recurrence.
- [Optional: Information regarding credit monitoring services or compensation for damages].

I expect a formal response to this complaint within [Number] business days. I have attached copies of [mention any supporting evidence, like receipts or correspondence] for your reference.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]