

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

[Date]

[Name of Bank Manager or Data Protection Officer]  
[Bank Name]  
[Branch Address]

**Subject: Official Complaint Regarding Breach of Customer Privacy**

Dear [Recipient Name],

I am writing to lodge a formal complaint regarding a serious breach of my personal data privacy involving my account [Your Account Number].

On [Date], the following incident occurred: [Describe the incident in detail, including the name of the staff member involved, what information was shared, and with whom it was shared].

This unauthorized disclosure of my financial and personal information by your staff is a direct violation of [Name of Data Protection Act, e.g., GDPR or local equivalent] and your bank's internal privacy policy. This incident has caused me significant [concern/financial risk/distress].

I request that you investigate this matter immediately and provide me with a written explanation regarding:

- How this breach was allowed to occur.
- What steps are being taken to prevent a recurrence.
- What disciplinary actions are being taken regarding the staff member involved.

I expect a response within [number, e.g., 10] business days. I reserve the right to escalate this complaint to the [Name of Financial Ombudsman or Data Protection Authority] should this matter not be resolved to my satisfaction.

Sincerely,

[Your Signature]

[Your Printed Name]