

**LETTER #1 – ACKNOWLEDGING RECEIPT OF THE PATIENT’S
PRIVACY COMPLAINT**

[date]

[your address]

I am the Privacy Information Officer in this dental office. I want to thank you for your letter of [insert date] .

You have asked that I consider [describe privacy request of patient] .

I will give consideration to your request and investigate, and then respond in due course.

If you have any material or information that will aid in my investigation, please forward it to me as soon as possible.

[signature of Privacy Information Officer]