

# Takedown Email Templates

Professional Correspondence for Data Removal Requests

## Template 1: Initial Privacy Violation Notice

Subject: Privacy Violation - Immediate Removal Required

Dear [Platform] Privacy Team,

We are writing to notify you of a privacy violation on your platform involving protected trade data covered under CBP manifest confidentiality filing [FILING\_NUMBER].

Violation Details:

â€ URL: [SPECIFIC\_URL]

â€ Protected Entity: [ENTITY\_NAME]

â€ Filing Effective: [EFFECTIVE\_DATE]

â€ Data Elements: Shipper, Consignee, Trade Details

We request immediate removal of this protected information from your platform within 5 business days.

Please confirm removal and provide timeline.

Best regards,

[YOUR\_NAME]

## Template 2: Follow-up Request

Subject: Re: Privacy Violation - Follow-up Required

Dear [Platform] Team,

This is a follow-up to our previous request dated [DATE] regarding removal of protected trade data.

The protected information remains accessible at:  
[URL]

Please provide an update on the removal timeline and any additional information required to process this request.

Thank you for your prompt attention.

Best regards,

[YOUR\_NAME]

## Template 3: Escalation Notice

Subject: URGENT: Compliance Escalation - Privacy Violation

Dear [Platform] Legal Team,

Despite previous requests, protected trade data remains publicly accessible on your platform in violation of federal privacy protections.

This matter requires immediate escalation and resolution.

Please assign a senior representative to address this compliance issue within 48 hours.

Documentation attached.

Regards,

[YOUR\_NAME]

[TITLE]

## Best Practices:

â€ Always include specific URLs and filing references

â€ Attach evidence screenshots

â€ Use professional, non-confrontational tone

â€ Set clear timelines for response