

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