

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Subject Access Request

I am writing to formally request access to personal data that [Company/Organization Name] holds about me, in accordance with my rights under the [relevant data protection legislation, e.g., GDPR]. To assist you in locating my personal data, I have provided the following details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Email: [Your Email]
- [Any other identifying information, if necessary]

Please provide me with the following information:

1. Confirmation of whether you are processing my personal data.
2. A copy of my personal data held by you.
3. Any additional information related to the processing of my data, as outlined in [specify relevant sections of the data protection legislation, if applicable].

I would appreciate it if you could respond to my request within the time frame specified by the relevant legislation. Should you require any further identification or information to process my request, please let me know.

Thank you for your attention to this matter.

Sincerely,
[Your Name]