

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Subject Access Request

Dear [Recipient Name],

I am writing to formally request access to my personal data in accordance with [relevant legislation, e.g., the General Data Protection Regulation (GDPR), Data Protection Act 2018, etc.].

Please provide me with the following information:

1. Confirmation of whether or not my personal data is being processed.
2. A copy of my personal data, along with any supplementary information.
3. Details about the purpose of processing my personal data, the categories of personal data concerned, and the recipients of my personal data.
4. Information regarding the retention period for my personal data or the criteria used to determine that period.

To assist you in processing my request, I have included copies of [specify any identification documents enclosed, if applicable].

Please confirm receipt of this request and let me know when I can expect a response. I look forward to your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]