

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

Data Protection Officer

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Dear Data Protection Officer,  
Subject: Subject Access Request

I am writing to formally request access to personal data that [Bank Name] holds about me, in accordance with the General Data Protection Regulation (GDPR) and relevant data protection legislation.

Please provide me with the following information:

1. A copy of all personal data held about me.
2. The purposes for which my personal data is being processed.
3. The categories of personal data concerned.
4. Information regarding any third parties to whom my data has been disclosed.

For verification purposes, I have attached copies of [insert identification documents, if necessary, e.g., passport, utility bill].

I would appreciate your response to my request within one month, as stipulated by the regulations. If you require any further information to process my request, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending by post)]  
[Your Printed Name]