

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

Data Protection Officer

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

Subject: Subject Access Request

Dear [Data Protection Officer's Name],

I am writing to formally request access to my personal data that your company holds, in accordance with my rights under [relevant data protection legislation, e.g., GDPR].

Please provide me with the following information:

1. A copy of all personal data you hold about me.
2. The purposes for which my data is being processed.
3. The recipients of my data, if applicable.
4. The retention period for my data.
5. Any additional information that may be relevant to my request.

I have provided the necessary identification information below to assist you in processing my request:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number (if applicable): [Your Account Number]

Please respond to this request within the statutory time frame as required by law.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]