

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

Subject: Subject Access Request for Personal Data

Dear [Recipient's Name],

I am writing to request access to personal data that [Company Name] holds about me under the General Data Protection Regulation (GDPR).

Please provide me with the following information as it pertains to my data:

1. A copy of all personal data you hold about me.
2. The purposes for which my data is being processed.
3. The categories of personal data concerned.
4. The recipients to whom my personal data has been disclosed.

To help identify my information, my details are as follows:

- Full Name: [Your Full Name]
- Account Number or Reference: [Your Account Number]
- Other Identifying Information: [Any other relevant information]

Please acknowledge receipt of this request and provide the information within the statutory time frame. If you require any further details to assist with this request, please let me know.

Thank you for your assistance.

Sincerely,

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