

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

Dear [Employer's Name or HR Department],

Subject: Subject Access Request

I am writing to formally request access to personal data that you hold about me under the General Data Protection Regulation (GDPR) and Data Protection Act.

Please provide me with a copy of all personal information you hold about me, including but not limited to:

- My employment records
- Performance reviews
- Payroll information
- Correspondence
- Any other data in your possession that relates to me.

I would appreciate it if you could send me this information electronically or via post within the statutory time frame of one month. If you need any further information to process my request, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

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