

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

Dear [Recipient's Name],

Subject: Subject Access Request for Financial Records

I am writing to formally request access to my personal financial records under the applicable data protection laws. I understand that I have the right to request this information and would appreciate your cooperation in providing the necessary documents.

Please find below my details for reference:

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

I request the following records:

- [Specify the financial records you would like to access, e.g., bank statements, transaction history, loan agreements, etc.]

If you require any further information to verify my identity or process this request, please do not hesitate to contact me at the provided email address or phone number.

I look forward to your prompt response to my request, ideally within the statutory timeframe.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]