

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Subject Access Request for Personal Data

Dear [Recipient Name],

I am writing to formally request access to my personal data under [insert relevant data protection law, e.g., the General Data Protection Regulation (GDPR) or the Data Protection Act].

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

- [Specify the types of data you are requesting, e.g., emails, records, etc.]
- [Any specific time period if relevant]

To assist you in locating my data, I have provided my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- [Any other identifiers, like account number]

I appreciate your prompt attention to this request and look forward to your response within the statutory time frame of [insert time frame, e.g., one month].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]