

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Social Services Department]
[Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Subject Access Request

I am writing to formally request access to my personal data held by [Organization Name] under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

****Details of Request****

I would like to request copies of any information you hold about me, including but not limited to:

- Case records
- Correspondence
- Assessments
- Reports
- Any other relevant documentation

****Personal Information****

To help you locate my records, I am providing the following details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Reference Number (if applicable): [Your Reference Number]

If you require any further information to process my request, please let me know as soon as possible.

Please respond to my request within the statutory time frame of one month.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]