

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

[Recipient Name]
[Company/Organization Name]
[Company 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 [Company/Organization Name] under the General Data Protection Regulation (GDPR)/Data Protection Act 2018.

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

- [Specify the types of data you wish to access, e.g., emails, reports, etc.]

- [Any particular time period for the data]

To assist you in processing this request, I have provided the following information:

- Full name: [Your Full Name]

- Date of birth: [Your Date of Birth]

- [Any other identifying information, e.g., account number, if applicable]

Please contact me at the above address or via email if you require any further information to process this request. I would appreciate your response within the statutory timeframe.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]