

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

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

Dear [Recipient's Name],

Subject: Subject Access Request

I am writing to formally request access to any personal data that your organization holds about me, in accordance with my rights under [relevant data protection law, e.g., GDPR, DPA 2018].

Please provide me with the following information:

1. A copy of all personal data related to me.
2. Information about the purposes for which my data is being processed.
3. The categories of personal data processed.
4. The recipients to whom my personal data has been disclosed.
5. The retention period for my data.

To assist with processing my request, I am including the following information:

- Full name: [Your Name]
- Date of birth: [Your Date of Birth]
- Any relevant account/reference number: [Account/Reference Number]

I would appreciate a response within the statutory time frame of one month. If you require any further information to process my request, please do not hesitate to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]