

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

Dear [Recipient's Name],

Subject: Subject Access Request

I am writing to formally request access to personal data that your organization holds about me, in accordance with [relevant data protection legislation, e.g., the General Data Protection Regulation (GDPR) or local data protection laws].

Please provide me with the following information:

1. A copy of all personal data about me that you process.
2. The purpose of processing my personal data.
3. The categories of personal data concerned.
4. The recipients or categories of recipients to whom my personal data has been or will be disclosed.
5. The period for which my personal data will be stored.

I would appreciate your response within the specified time frame of [insert relevant time period, e.g., 30 days].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]