

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

Subject: Subject Access Request

Dear [Agency Name / Appropriate Contact Person],

I am writing to formally request access to personal data that your agency holds about me in accordance with [relevant legislation, e.g., the Freedom of Information Act or Data Protection Act].

Please provide me with the following information:

1. A copy of all personal data held about me
2. Information regarding the purpose of processing my data
3. Any recipients to whom my data has been disclosed
4. The retention period for my data or the criteria used to determine that period

To assist you in locating my data, I have included the following details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]

I request that you respond to this request within the statutory time frame as outlined in [mention relevant legislation].

Thank you for your attention to this matter.

Sincerely,

[Your Name]