

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Data Quality Request

I am writing to formally request the data that [Company Name] has on file regarding my personal information. As a consumer, I have the right to understand how my data is being used and ensure its accuracy.

I would appreciate it if you could send me a copy of my data, including but not limited to:

- [List specific data you want, e.g., account history, purchase records, etc.]
- [Any other relevant information]

Please respond to this request within the timeframe established by applicable laws, and let me know if you require any further information to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]