

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

[Data Controller's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Data Controller's Name],
Subject: Data Subject Access Request

I am writing to formally request access to the personal data that your organization holds about me, in accordance with applicable data protection laws.

Details of my request are as follows:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Email: [Your Email]
- Phone Number: [Your Phone Number]
- [Any other identifying information, if necessary]

Please provide me with copies of the personal data, as well as information about its processing, including the purposes of the processing and any third parties it has been shared with.

I look forward to your prompt response to my request within the statutory time frame.

Thank you for your attention to this matter.

Sincerely,
[Your Name]