

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

Subject: Data Access Request

Dear [Recipient's Name],

I am writing to formally request access to my personal data held by [Company/Organization Name] in accordance with [relevant data protection law or regulation, e.g., GDPR, CCPA].

Please provide me with a complete copy of all personal data that you hold concerning me, including but not limited to:

- [List specific types of data you wish to access, e.g., account information, transaction history, etc.]

If possible, I would appreciate if you could provide this information in a structured, commonly used, and machine-readable format.

Additionally, please inform me about the purpose of processing my data and the recipients or categories of recipients to whom my data has been disclosed.

I would like to request this information within the timeframe specified by [applicable regulation], and I can provide any necessary identification to verify my identity should it be required.

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

Sincerely,

[Your Name]