

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, ZIP Code]

Subject: Data Quality 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, e.g., GDPR, CCPA].

1. ****Personal Information****:

[Briefly describe your personal information as it pertains to this request, e.g., account number, identification number, etc.]

2. ****Request for Information****:

Please provide the following information regarding my personal data:

- The types of personal data you have on file.
- The purposes for which my data is being processed.
- The recipients or categories of recipients to whom my data has been disclosed.
- The retention period for my data or the criteria used to determine this period.

3. ****Method of Delivery****:

I prefer to receive the requested information via [email/mail], at the address provided above.

Please respond to this request within the legally required timeframe. If you need further identification or clarification, do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]