

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

Subject: Data Query Request for Privacy Concerns

Dear [Recipient's Name / Privacy Officer],

I am writing to formally request information regarding the personal data you hold about me, in accordance with my rights under [relevant data protection law, e.g., the General Data Protection Regulation (GDPR)].

****Details of the Data Subject:****

- Full Name: [Your Full Name]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]
- Any other identifying information: [e.g., customer ID, account number]

****Nature of Request:****

I would like to inquire about the following:

1. The types of personal data you hold about me.
2. The purposes for which my personal data is being processed.
3. The legal basis for processing my personal data.
4. Any third parties to whom my data has been disclosed.
5. Retention period of my personal data.

I would appreciate a prompt response to this request, ideally within the statutory timeframe of [insert applicable timeframe according to the law, e.g., one month].

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

Sincerely,
[Your Name]