

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

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

Dear [Recipient's Name],

Subject: Data Subject Access Request

I am writing to formally request access to my personal data under [applicable data protection law, e.g., the General Data Protection Regulation (GDPR), the California Consumer Privacy Act (CCPA), etc.]. Please find my details below to help you process my request:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number/Reference (if applicable): [Your Account Number/Reference]

I would like to request the following information:

1. Confirmation of whether you are processing my personal data.
2. A copy of my personal data that you hold.
3. Information about the purposes of processing, the categories of personal data, and the recipients to whom my personal data has been disclosed.

I appreciate your prompt attention to this matter and request a response within the statutory timeframe of [insert applicable time frame, e.g., one month].

Thank you for your cooperation.

Sincerely,

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