

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

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

Subject: Data Quality Request for Privacy Concerns

Dear [Recipient's Name],

I am writing to formally request information regarding my personal data that your organization may hold, in accordance with applicable data protection regulations.

1. ****Details of my request:****

- I want to request access to the personal data you hold concerning me.
- I also seek clarification on how my data is being used, stored, and shared with third parties.

2. ****Reason for the request:****

- I have specific concerns regarding the accuracy and privacy of my information due to [briefly explain your privacy concerns, e.g., potential errors, data sharing practices, etc.].

3. ****Identification:****

- To assist in verifying my identity, I have attached [mention any identification documents or information you are including, such as a copy of my ID or account number].

I appreciate your prompt attention to this matter and look forward to your response within the legally designated timeframe.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]