

[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 request access to my personal data under [relevant data protection law, e.g., GDPR, CCPA].

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

- [Specific data types, e.g., identification information, communication records]
- [Specify any relevant dates or events related to the data, if applicable]

For verification purposes, I have attached a copy of my identification. I appreciate your prompt attention to this request and look forward to your response within the statutory timeframe.

Thank you.

Sincerely,

[Your Name]