

[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 Quality (DQ) Request

I am writing to formally request access to my personal data held by your organization under the provisions of [specify relevant data protection laws, if applicable, e.g., GDPR, CCPA].

I would like to request the following information:

1. Details of any personal data you have stored about me.
2. The purpose for which my data is being processed.
3. The recipients of my data, if any.

For verification purposes, my full name is [Your Full Name], and my date of birth is [Your Date of Birth]. Please let me know if you require any further information to process my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]