

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: GDPR Audit Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an audit regarding our compliance with the General Data Protection Regulation (GDPR) as it pertains to our data handling practices.

As a data subject, I would like detailed information on the following:

1. The categories of personal data processed.
2. The purpose of the data processing.
3. The legal basis for processing my data.
4. Information regarding data retention periods.
5. Details on data sharing and third-party processing.
6. Any data breach incidents involving my personal data.

I kindly request that you provide the information within one month as stipulated by the GDPR. Should you require any further information to facilitate this request, feel free to contact me at the above details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]