

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

Subject: Data Access Request under GDPR

Dear [Company Name/Data Protection Officer],

I am writing to formally request access to my personal data under Article 15 of the General Data Protection Regulation (GDPR).

Please find the details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Email Address Associated with the Account: [Your Email Address]
- Any other identifiers: [Account number, membership ID, etc.]

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 undergoing processing.
3. The purposes for which my data is being processed.
4. The categories of personal data concerned.
5. The recipients or categories of recipients to whom my personal data has been or will be disclosed.
6. The expected retention period for my personal data.

Please provide this information within the one-month timeframe stipulated by the GDPR. If you require any further information to process my request, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]