

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

Subject: GDPR Data Portability Request

Dear [Data Protection Officer or relevant contact],
I am writing to formally request the portability of my personal data, as provided for under Article 20 of the General Data Protection Regulation (GDPR).

Details of my request:

- ****Full Name:**** [Your Full Name]
- ****Email Address:**** [Your Email Address]
- ****User ID (if applicable):**** [Your User ID]
- ****Date of Birth:**** [Your Date of Birth]

I would like to request a copy of all personal data that you hold about me in a structured, commonly used, and machine-readable format.

Please also ensure that this data includes:

- [Specify any particular data you want, e.g., account information, transaction history, etc.]

I would appreciate it if you could confirm receipt of this request and inform me of the steps you will take to process it.

Thank you for your attention to this matter.

Sincerely,
[Your Name]