[Your Company Letterhead]
[Date]

[Recipient's Name]
[Recipient's Company]
[Recipient's Address]
Subject: GDPR Data Processing Agreement
Dear [Recipient's Name],
This Data Processing Agreement ("Agreement") is entered into as of [Effective Date] by and between [Your Company Name] ("Data Controller") and [Recipient's Company Name] ("Data Processor").
1. **Definitions**
 a. "Personal Data" shall have the meaning set forth in the General Data Protection Regulation (GDPR).
 b. "Processing" shall refer to any operation or set of operations performed on Personal Data.
2. **Purpose of Processing**
 The Data Processor shall process Personal Data only for the purposes of [specify purpose].
3. **Compliance with GDPR**
 a. The Data Processor agrees to comply with the GDPR and any applicable data protection laws.
 b. The Data Processor shall assist the Data Controller in ensuring compliance with the GDPR requirements.
4. **Obligations of the Data Processor**
 a. Implement appropriate technical and organizational measures to protect Personal Data.
 b. Ensure that personnel authorized to process the Personal Data are bound by confidentiality.
5. **Sub-processing**
 The Data Processor shall not engage another processor without prior written consent from the Data Controller.
6. **Data Subject Rights**
 The Data Processor shall assist the Data Controller in responding to requests from data subjects exercising their rights under the GDPR.
7. **Data Breaches**
 The Data Processor shall notify the Data Controller without undue delay upon becoming aware of a Personal Data breach.
8. **Termination**
 This Agreement shall terminate upon the termination of the main agreement between the parties or upon mutual written consent.
9. **Governing Law**
 This Agreement shall be governed by the laws of [Governing Law].
Please indicate your acceptance of this Agreement by signing below.
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
Agreed and accepted by:
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Signature]
[Date]