

[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]
Subject: GDPR Data Transfer Request

Dear [Recipient's Name],

I am writing to formally request the transfer of my personal data in accordance with the General Data Protection Regulation (GDPR).

Details of my request are as follows:

- ****Full Name:**** [Your Full Name]
- ****Email Address:**** [Your Email Address]
- ****Account Number/Reference (if applicable):**** [Your Account Number/Reference]

I would like my data to be transferred to the following organization:

- ****New Organization Name:**** [New Organization Name]
- ****New Organization Address:**** [New Organization Address]
- ****Contact Person (if applicable):**** [Contact Person Name]
- ****Contact Email (if applicable):**** [Contact Person Email]

Please confirm the receipt of this request and let me know if any further information is needed to facilitate the transfer.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]