

[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 Employee Privacy Request

Dear [Recipient Name],

I am writing to formally request access to my personal data held by [Company Name] in accordance with Article 15 of the General Data Protection Regulation (GDPR).

Please provide me with the following information:

1. Confirmation of whether my personal data is being processed.
2. A copy of my personal data.
3. The purposes of the data processing.
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 period for which the personal data will be stored, or the criteria used to determine that period.
7. My rights to request rectification, erasure, or restriction of processing of my personal data.
8. My right to lodge a complaint with a supervisory authority.

Please send me the requested information within the one-month timeframe specified by the GDPR. If you require any additional information to process my request, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Employee ID (if applicable)]