

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Access to Personal Data under GDPR

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

In accordance with Article 15 of the GDPR, I request the following information:

1. Confirmation of whether you are processing my personal data.
2. A copy of my personal data that you are processing.
3. The purposes for which my personal 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 disclosed.

6. The retention period for personal data, or the criteria used to determine that period.

7. My rights under GDPR, including the right to request rectification, erasure, or restriction of processing of my personal data.

Please provide this information in an electronic format within one month as stipulated under the GDPR regulations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]