

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: GDPR Data Subject Access Request

Dear [Recipient's Name],

I am writing to formally request access to my personal data under Article 15 of the General Data Protection Regulation (GDPR).

Please provide me with the following information as it pertains to my personal data:

1. Confirmation as to whether or not my personal data is being processed.
2. A copy of my personal data.
3. The purposes of the processing.
4. The categories of personal data concerned.
5. The recipients to whom my personal data has been or will be disclosed.
6. The retention period for my personal data or the criteria used to determine that period.
7. Information on my rights under the GDPR, including the right to rectification, erasure, and to lodge a complaint with a supervisory authority.

Please send the information to my address listed above or via email to [Your Email Address]. I appreciate your prompt attention to this matter and look forward to your response within the one-month timeframe established by the GDPR.

Thank you for your cooperation.

Sincerely,  
[Your Name]