

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

Subject: Subject Access Request under GDPR

Dear [Data Protection Officer/Relevant Contact Name],

I am writing to formally request access to any personal data that you hold about me under Article 15 of the General Data Protection Regulation (GDPR).

Please provide me with the following information:

1. Confirmation as to whether or not you are processing my personal data.
2. A copy of my personal data, along with the purposes for processing.
3. Information regarding the categories of personal data concerned.
4. The recipients or categories of recipients to whom the personal data has been disclosed.
5. The retention period for the personal data or criteria used to determine that period.
6. Information about my rights in relation to my personal data.

Please respond to my request within one month as required by GDPR regulations.

Thank you for your attention to this matter.

Sincerely,

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