

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

Data Protection Officer  
Driver and Vehicle Licensing Agency (DVLA)  
Longview Road  
Morriston  
Swansea  
SA6 7JL

Subject: Data Protection Request

Dear Data Protection Officer,

I am writing to formally request access to my personal data held by the Driver and Vehicle Licensing Agency (DVLA) under the UK General Data Protection Regulation (UK GDPR).

Details of my request are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Driver Number: [Your Driver Number] (if applicable)
- Vehicle Registration Number: [Your Vehicle Registration Number] (if applicable)

I would like to know what personal information you hold about me, how it is being processed, and for what purposes. Additionally, I would appreciate receiving copies of any documents or records that contain my personal data.

Please let me know if you require any further information to process my request. I look forward to your prompt response within the statutory timeframe of one month.

Thank you.

Sincerely,

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