

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request access to my personal information that you may have on file. In accordance with [relevant laws or regulations, if applicable], I would like to obtain the following information:

1. [Specify the information you are requesting]
2. [Specify any additional information]
3. [Any other relevant details]

Please let me know if you require any further information from my side to process this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]