

# Personal Data Access Request

Your Name:  
Your Address:  
City, State, Zip Code:  
Email Address:  
Date:

To Whom It May Concern,  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Access to Personal Data

Dear [Recipient's Name],

I am writing to formally request access to my personal data held by your organization, under the relevant data protection laws. I would like to understand what personal information you have about me, how it is being used, and to whom it has been disclosed.

For your reference, my personal details are as follows:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Account Number (if applicable): [Account Number]

Please let me know if there are any forms or procedures I need to complete to facilitate this request. I would appreciate a response to this request within the timeframe stipulated by law.

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

Sincerely,  
Your Name  
Your Signature (if sending a hard copy)