

Personal Data Deletion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the deletion of my personal data held by [Company/Organization Name] in accordance with applicable data protection regulations.

My details are as follows:

- Full Name: [Your Full Name]
- Email Address: [Your Email Address]
- Any other identifying information (e.g., account number): [Insert Information]

Please confirm the deletion of my personal data and let me know if you require any further information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]