

# Personal Data Portability Request

Date: [Insert Date]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the portability of my personal data in accordance with [relevant data protection regulation, e.g., GDPR].

My details are as follows:

- Name: [Your Full Name]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]
- Account Number (if applicable): [Your Account Number]

I would like to receive my personal data in a structured, commonly used, and machine-readable format. Please include all the personal data you have concerning me, including but not limited to:

- [Type of Data 1]
- [Type of Data 2]
- [Type of Data 3]

If you require any additional information to process this request, please let me know as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]