

Documentation Request Letter

Date: _____

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number

Recipient's Name
Organization's Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request documentation related to my personal rights under [specific law or regulation, e.g., GDPR, CCPA]. I would like to obtain the following information:

- Details of personal information you have collected about me.
- The purpose for which my data is being processed.
- Information on any third parties with whom my data has been shared.

Please send the requested documents to my mailing address listed above or via email at [your email address]. If you require any further information to process my request, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]