

# Data Protection Access Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Access Request for Personal Data

Dear [Recipient's Name],

I am writing to formally request access to my personal data that you may hold as per the data protection regulations. I believe I am entitled to obtain information regarding any sensitive data you have collected about me.

To facilitate this request, please provide me with:

- A copy of the personal data you hold about me.
- An explanation of the data's purpose, categories, and recipients.
- The period for which the data will be stored.
- Information about my rights regarding the data.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Email: [Your Email]

If you require any further information to process my request, please let me know.

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

Sincerely,

[Your Name]