

Data Deletion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Data Deletion

Dear [Recipient's Name],

I am writing to formally request the deletion of my personal data in accordance with [relevant data protection legislation, e.g., GDPR]. My details are as follows:

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

As per my rights under [insert applicable data protection law], I would like to request that you delete all personal data relating to me that you hold in your records. This includes, but is not limited to, any information collected during my registration, transaction history, and communication logs.

Please confirm receipt of this request and provide an estimated timeline for the deletion of my data. I appreciate your cooperation in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]