

Data Protection Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Access to Personal Data

I am writing to formally request access to the personal information that you hold about me in accordance with applicable data protection laws.

Details of my request are as follows:

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

Please provide all personal data that you hold about me, including any correspondence and records related to my interactions with your organization.

I would appreciate your prompt attention to this request. Please let me know if you require any further information to process my request.

Thank you for your cooperation.

Sincerely,
[Your Name]