

# Data Portability Request

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally request the portability of my personal data under [relevant data protection law, e.g., GDPR]. My details are as follows:

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

Please provide my personal data in a structured, commonly used, and machine-readable format. I would appreciate it if you could respond to this request within the timeframe specified by the applicable law.

Thank you for your assistance.

Sincerely,

[Your Name]