

# Personal Data Access Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to my personal data held by [Company's Name] in accordance with [Relevant Data Protection Legislation].

My details are as follows:

- Name: [Your Full Name]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

Please provide me with a copy of all personal data that you hold about me, including but not limited to:

- All correspondence
- Any data collection agreements
- Information about the purpose of processing

Thank you for your prompt attention to this matter. I look forward to your response within the statutory timeframe.

Sincerely,

[Your Name]