

# Request for Data Deletion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Company Name]

Attn: [Data Protection Officer/Relevant Department]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Name: [Your Full Name]

Email associated with account: [Your Email]

Account Number/ID (if applicable): [Your Account Number/ID]

Please confirm the deletion of my data from your records at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]