

GDPR Compliance Request for Personal Data

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request access to my personal data under the General Data Protection Regulation (GDPR). Please provide me with the following information:

- A confirmation of whether you process my personal data
- A copy of my personal data that you hold
- Information on the purpose of processing my data
- The categories of personal data concerned
- The recipients or categories of recipients to whom my personal data has been disclosed
- The period for which my personal data will be stored

Please provide your response within one month as stipulated by GDPR regulations. If you require any further information to assist with this request, please do not hesitate to contact me at the above email address or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Name]