

# Letter of Intention to Limit Disclosure of Personal Data

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intention to limit the disclosure of my personal data that is held by [Company/Organization Name]. As a data subject under [applicable data protection regulation], I believe it is my right to control how my personal information is used and shared.

Specifically, I am requesting that you restrict any further distribution, sale, or sharing of my personal data without my explicit consent. This includes, but is not limited to, my name, address, phone number, email address, and any other identifying information.

Thank you for your attention to this matter. I look forward to your confirmation that my request will be upheld.

Sincerely,

[Your Name]