

Consultation Request for Personal Information Release

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a consultation regarding the release of my personal information held in your records. This inquiry is in line with my rights to access my personal data as outlined in [reference to applicable law or regulation].

Please let me know how to proceed with this request or if any additional documentation is required. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]