

User Data Rights Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about my data rights as a user of [Service/Product Name]. According to applicable data protection laws, I understand that I have the right to request access to my personal data, rectify inaccuracies, and request deletion of my data under certain circumstances.

Please provide clarification regarding the following aspects:

- The types of personal data you hold about me.
- The purposes for which my data is being processed.
- The retention period for my personal data.
- Details about my rights concerning my data.

I appreciate your prompt response to my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]