

# Data Protection Rights Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding my data protection rights in accordance with applicable data protection laws.

As a data subject, I would like to understand:

- What types of personal data you hold about me?
- How my personal data is processed and for what purposes?
- Who has access to my personal data?
- How long will my personal data be retained?
- What rights do I have in relation to my personal data?

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]