

Data Subject Rights Notification

Dear [Data Subject's Name],

We are writing to inform you about your rights in relation to your personal data, as defined under [Applicable Data Protection Law, e.g., GDPR]. Your privacy is important to us, and we want to ensure that you are aware of your rights:

- **Right to Access:** You have the right to request access to your personal data that we hold.
- **Right to Rectification:** You have the right to request that we correct any inaccuracies in your personal data.
- **Right to Erasure:** You have the right to request that we delete your personal data under certain conditions.
- **Right to Restrict Processing:** You have the right to request that we restrict the processing of your personal data.
- **Right to Data Portability:** You have the right to request a copy of your personal data in a structured, commonly used format.
- **Right to Object:** You have the right to object to the processing of your personal data in certain circumstances.

If you wish to exercise any of these rights, please contact us at [Contact Information]. We will respond to your request within [Time Frame] as required by law.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]