

Subject: Data Subject Access Request - [Your Full Name]

Dear [Name of Data Protection Officer or Organization Name],

I am writing to make a formal Data Subject Access Request for a copy of all personal information you hold about me, pursuant to Article 15 of the General Data Protection Regulation.

My Details:

- Full Name: [Your Name]
- Address: [Your Address]
- Email Address: [Your Email]
- Phone Number: [Your Phone Number]
- Username/Account ID: [If applicable]

Information Requested:

I request a copy of all personal data you hold about me, including but not limited to:

- [e.g., Personnel files/records]
- [e.g., Emails/messages between X and Y]
- [e.g., CCTV footage of me at location X and Y]
- [e.g., Call recordings]

*Optional: Please provide this information in [PDF/Excel/Paper] format.*

Identity Verification:

To confirm my identity, I have attached [e.g., a copy of my ID card/utility bill].

Confirmation:

Please confirm receipt of this request and provide the information within one month (or before the date [Insert Date]).

If you require any further information, please contact me.

Sincerely,

[Your Name]

[Date]