[Your name and address]

[Name and address of the controller you are contacting]

[Place and date]

Dear Madam or Sir,

In accordance with Article 15 of the General Data Protection Regulation, please confirm whether you are processing personal data concerning me (by automated means or in structured manual files).

In case you are, I am hereby requesting a copy, in clear and simple language, of all this data (including the data in the “notes” or “comments” sections).

Please send me your answer as soon as possible and at the latest within one month of receiving my request (Article 12.3 of the GDPR).

Best regards

[Name and signature]