

SAR letter for bank or financial institution

Subject: Request for Personal Data

Dear Data Protection Officer,

I am writing under my right of access to request all personal data that [Bank Name] holds about me.

This includes account information, transaction history, communications, and any internal notes or assessments linked to my customer record.

I request full disclosure of:

- All data stored in electronic systems
- Any paper-based records connected to my accounts
- Records of data shared with third parties

I have enclosed identification documents for verification. Please confirm receipt of this request and inform me if any further steps are needed.

Sincerely,

[Your Name]

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