



Email Template: Formal Request for User Data

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Notes for Readers:

- Copy and Paste the Email Template Below
- Replace brackets with your details.
- Attach proof (screenshot of profile) if required.
- Follow up if unanswered in 30 days.

!-- START BELOW --!

[App Name] Data Protection or Customer Support Team,

I am writing to formally request access to the personal data and profiling information your platform holds about me, in accordance with my rights under:

- The General Data Protection Regulation (GDPR) – if applicable based on my location or citizenship
- The California Consumer Privacy Act (CCPA) – if applicable based on my residency

Specifically, I request the following:

- A full export of the personal data associated with my account, including behavioral signals, engagement metrics, and internal profile scoring.
- A description of any automated decision-making systems (e.g. ranking, desirability scores, visibility adjustments) that affect how my profile is shown to others.
- Clarification of any “shadowbanning,” throttling, or visibility-reduction mechanisms that may be applied to my account based on usage patterns.
- Information about how long my data is retained and with whom it is/was shared.

Please treat this as a formal data subject access request under Article 15 of the GDPR and/or my rights under CCPA Section 1798.100–1798.115.

I would appreciate a written response within the legally mandated time frame (30 days under GDPR; 45 days under CCPA). If this request needs to be directed elsewhere within your organization, please forward it to the appropriate party and confirm receipt.

Sincerely,

[Your Full Name]

[Email Address Associated With the Account]

[Username (if applicable)]

[Country or State of Residence]

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