# Data Correction and Deletion Request Templates

Individuals can request data corrections or deletions by emailing info@dresdengreen.com or mailing a written request to our office at the following address:

Dresden Green Consulting Limited
Suite 2801, Prosperity Tower, 39 Queen’s Road Central, Central, Hong Kong

Please use the templates below to ensure your request is processed efficiently.

## Data Correction Request Template

Subject: Request for Correction of Personal Data

To: Data Protection Officer
Email: info@dresdengreen.com

I am writing to request a correction to the personal data you have on record for me. Please find the details of the correction below:

1. Full Name: [Your Full Name]
2. Contact Information: [Your Contact Information]
3. Data to be Corrected: [Specify the data to be corrected, e.g., email address, phone number]
4. Corrected Data: [Provide the correct information]
5. Supporting Documents: [Attach relevant documents to verify the correct data, if applicable]

Thank you for addressing my request. Please let me know if you require any additional information.

Sincerely,

[Your Full Name]

## Data Deletion Request Template

Subject: Request for Deletion of Personal Data

To: Data Protection Officer
Email: info@dresdengreen.com

I am writing to request the deletion of my personal data from your records. Please find the details of my request below:

1. Full Name: [Your Full Name]
2. Contact Information: [Your Contact Information]
3. Data to be Deleted: [Specify the data to be deleted, e.g., account details, contact information]
4. Reason for Deletion: [Provide a reason for deletion, e.g., withdrawal of consent, no longer required]

I understand that this request is subject to any legal or operational obligations you may have. Please confirm once the deletion is complete.

Thank you for addressing my request. Let me know if you need further information.

Sincerely,

[Your Full Name]