

[Print Address]

<<insert recipient name>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject <insert number>>

Thank you for your data subject information] **AND/OR** [proof of for your [additional clarifying
ved on <<insert date>>].

<<insert company name>> with as soon as possible and, at
the latest, by <<insert date>>.

Please do not hesitate to contact me in my position (e.g. Data Protection
Officer)>> at <<insert contact details>> questions.

Yours sincerely,

<<insert name and title>>
For and on behalf of <<insert company name>>