

[Print on Coloured Paper]

[insert Address]

<<Individual's Name>>

<<Address>>

<<Address>>

<<Postcode>>

<<Date>>

Dear << >>

Acknowledgement

Access Request

Thank you for your submitting your request for your personal data by <<insert communication e.g. form or email>> received your request on <<insert date>>.

<<insert communication e.g. form or email>>
received your request on <<insert date>>.

[I acknowledge receipt of <<state your request for your personal data>> as confirmation of your identity.]

<<state your request for your personal data>> as
confirmation of your identity.]

The Company will respond to your request for your personal data within one month of receipt.

The Company will respond to your request for your personal data as soon as possible and will respond at the latest within one month of receipt.

Please do not hesitate to contact <<insert contact details>> if you have any questions.

Please do not hesitate to contact <<insert contact details>> if you have any questions.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>