

[Print] [address]

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

<<insert date>>

Dear <<insert recipient name>>

Acknowledgement of Data Request [Ref: <<insert number>>]

I am writing to confirm our receipt of your request by <<insert means of communication>>, received on <<insert date>>. Your request has been assigned the following reference. Please refer to this reference in all future correspondence: <<insert number>>.]

[<<insert company name>> will respond to your request as soon as possible and, at the latest, within one month of receipt of your request.]

OR

[In order to respond to your request, <<insert company name>> requires the following additional clarifying information: <<describe information required>>.] **AND/OR** [[In order to respond to your request, <<insert company name>> requires] **OR** [Please provide proof of your identity. Acceptable forms of identity include <<list acceptable forms of identity>>].]

[We require this information by <<insert date>> and accessible explanation of the reasons for your request>>.]

[We request that you provide <<insert details>> than <<insert date>> [due to <<insert reason>>].]

[Please send the above information <<insert details>> as soon as possible so that we can respond to your request. If you have asked for proof of your identity, the one-month period required to respond to your request will not start to run until we have received the proof of identity from you.] **AND/OR** [Where we have asked for [other] additional information, the one-month period within which we will respond to your request will pause on the date that we make our request for the requested information from you. The one-month period will resume on the day that we receive the requested information from you. Delays relating to ID or other extensions permissible under the GDPR apply.]

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

Yours sincerely,

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