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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject ... <insert number>>**]**

[I am writing to confirm our rec... ess request by <<insert means of communication>>, received ... ur request has been assigned the following reference. Ple... re correspondence: <<insert number>>.**]]**

OR

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

Having given initial considera... e have determined that it is **[**manifestly unfounded**] OR [**m... ause <<insert explanation>>.**]**

[We are prepared to comply ... ever we will require a fee of £<<insert sum>>, which sho... payment instructions>>. This amount reflects the administ... incur in responding to your request. Please also find **[**enc... summary explaining how this fee has been calculated.**]**

[[Furthermore, because**] OR [**... consuming for us to deal with your request, it will take us lon... d. We will respond as soon as possible and, at the latest, by ...

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

Yours sincerely,

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