

[Print address]

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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject <<insert number>>]

[I am writing to confirm our receipt of communication>>, received the following reference. Please <<insert number>>.]

request by <<insert means>>. Your request has been assigned reference correspondence: <<insert number>>]

OR

[Thank you for your data subject information] **AND/OR** [proof of <<insert information>>]

for your [additional clarifying information] received on <<insert date>>.]

Having given initial consideration [manifestly unfounded] **OR** [manifestly unfounded]

we have determined that it is manifestly unfounded because <<insert explanation>>.]

[We are prepared to comply with your request for a fee of £<<insert sum>>, which should be paid by <<insert date>>. This amount reflects the administrative costs of processing your request. Please also find enclosed a summary explaining how this fee has been calculated.]

however we will require a fee of <<insert sum>> for payment instructions>>. This fee should be paid by <<insert date>>. You will incur in responding to your request. Please also find enclosed a summary explaining how this fee has been calculated.]

[[Furthermore, because] **OR** [Furthermore, because] your request, it will take us longer than <<insert time>> to deal with your request, it will take us longer than <<insert time>> possible and, at the latest, by <<insert date>>]

consuming for us to deal with your request. We will respond as soon as possible and, at the latest, by <<insert date>>]

Please do not hesitate to contact our Data Protection Officer) at <<insert contact details>>

position (e.g. Data Protection Officer) at <<insert contact details>> for questions.

Yours sincerely,

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

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