

[Print Address]

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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject Access Request <<insert number>>]

I am writing to confirm our receipt of your access request fee of £<<insert sum>>, received on <<insert date>> via <<insert method>>, as per our request dated <<insert date>>

<<insert company name>> will process your request as soon as possible and, at the latest, by <<insert date>>.

Please do not hesitate to contact me in my <<insert 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>>

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