

[Print on Company Letterhead] [insert Address]

<<Individual's Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear << >>

Acknowledgement of Access Request

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

[I acknowledge receipt of <<state confirmation of your identity.>> passport OR driving licence>> as

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

Please do not hesitate to contact <<insert Data Protection Officer>> if you have any questions.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company Name>>

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