

[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 for <<insert right exercised>> by <<insert means of communication>> on <<insert date>>. [Your request has been assigned the following reference number: <<insert number>>.] This information will be included in our response to you in future correspondence:

<<insert company name>> will respond to you as soon as possible and, at the latest by <<insert date - within 30 days>>.

Please do not hesitate to contact us at <<insert contact details>> if you have any questions (e.g. Data Protection Officer) at <<insert contact details>>.

Yours sincerely,

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

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