

[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:

In order to respond to your request, <<insert recipient name>> requires additional information to confirm your identity. [If you are unable to provide the following information required:] OR [If you are unable to provide the following information required:] <<insert examples>>].

Please send the required information to <<insert contact details>> as soon as possible so that we can respond to your request within the one-month period within which we are required to respond to your request on the day that we receive this information from you.

We require this information because <<insert recipient name>> reserves the right to complain to the Information Commissioner's Office in the event that you are not satisfied with the manner in which we have handled your request. Please note that you may also have a right to a judicial remedy if you are not satisfied.

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

Yours sincerely,

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