[Print   ddress]

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

<<insert date>>

Dear <<insert recipient name>>

Acknowledgement of Data   **[**Ref: <<insert number>>**]**

I am writing to confirm our re   <<insert right exercised>> by
<<insert means of communica   sert date>>. **[**Your request has
been assigned the following r   this in future correspondence:
<<insert number>>.**]**

In order to respond to your re   y name>> requires additional
information to confirm your   vide the following: <<insert
information required>>**] OR [**E   confirmation include: <<insert
examples>>**]**.

Please send the required in   ontact details>> as soon as
possible so that we can respo   ne-month period within which
we are required to respond to   n the day that we receive this
information from you.

We require this information b   ation>>. Please note that you
reserve the right to comp   r authority (the Information
Commissioner's Office in the   dicial remedy if you are not
satisfied with the manner in wh   ed.

Please do not hesitate to con   position (e.g. Data Protection
Officer)>> at <<insert contact   questions.

Yours sincerely,

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