

[Print address]

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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject <<insert number>>

I am writing to confirm our response to 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 will be included in future correspondence:

Having given initial consideration to your request, we are of the view that it is <<insert explanation>> [manifestly unfounded] OR [explanation].

We are prepared to act further if you agree to pay a fee of <<insert sum>>. However, we will require a fee of <<insert sum>> for <<insert payment instructions>>. This amount reflects the administrative costs we incur in responding to your request.

As soon as we receive the agreed fee, we will begin with handling your request. The one-month period within which we will respond to your request will begin on the day that we receive the fee from you.

Please note that you reserve the right to appeal to a supervisory authority (the Information Commissioner's Office) or to seek a judicial remedy if you are not satisfied with the manner in which your request has been handled.

Please do not hesitate to contact us in any 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 name>>

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