

[Print] [address]

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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject Rights Request ID [Ref: <<insert number>>]

Thank you for your request <<insert date>> and for supplying confirmation of your identity, with <<insert date>>.

<<insert company name>> will respond to your request as soon as possible and, at the latest, within one month of the date your request and confirmation of your identity was received, not later than <<insert date>>.

Please do not hesitate to contact us at <<insert contact details>> for any questions or queries in this position (e.g. Data Protection questions).

Yours sincerely,

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