

[Print Address]

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

<<insert date>>

Dear <<insert recipient name>>

Your Data Subject Request <<insert number>>]

I am writing to confirm our <<insert sum>>, received on <<insert date>>, and paid by <<insert date>> for our request dated <<insert date>>.

<<insert company name>> will provide the information as soon as possible and, at the latest, within one month of the date we was received, not later than <<insert date - within one month>>.

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 company name>>

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