

[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 request for <<insert right exercised>> by <<insert means of communication>> on <<insert date>>. [Your request has been assigned the following reference number: <<insert number>>].]

OR

[Thank you for your request for <<insert right exercised>>, originally received on <<insert date>>, [supporting your identity] **OR** [payment of your fee of £<<insert sum>>], received on <<insert date>>].]

Having given [initial] **OR** [further] consideration, we have determined that responding to it is likely to take [insert number] standard month within which we are normally required to respond. We will, therefore, respond, at the latest, within three months of the date we received [your request] **OR** [confirmation of your identity] on <<insert date>>.

We require the additional time for [insert reason, e.g. complexity or numerous requests>>].

Please do not hesitate to contact [insert contact details] in your [insert 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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