[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Acknowledgement of Data Subject Access Request**

Thank you for your submitting your [***insert method by which request was made, ie email, letter etc***] making a request for your personal data. I confirm that we received your request on [***insert date***].

In order to respond to your request, the Company requires **[**the following specific information in order to locate the requested information [***give details of information required including approximate dates of emails, who they were sent by and who they were sent to***].

**OR**

**[**confirmation of your identity. For example, a certified copy of your driving licence or passport**]**.

Please provide the above information as soon as possible so that the Company can respond to your request. The one-month period within which we are required to respond to your request will not start to run until we receive the requested information.

Please do not hesitate to contact [***insert name and job title***] if you have any questions about your request.

Yours sincerely,

[***Insert Name and Job Title***]

For and on behalf of [***name of Company***]

[***Insert name and address of recipient***]

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