[***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***].

**[**I acknowledge receipt of [***insert type of document received confirming identity***] as confirmation of your identity.**]**

The Company will respond to your request as soon as possible and will respond at the latest within one month of receipt.

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

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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