**CONFIRMATION OF DATA SUBJECT ACCESS REQUEST**

\*\* FREE PREVIEW VERSION \*\*

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [name],

**Acknowledgment of your Data Subject Access Request**

I am writing to acknowledge receipt of your Data Subject Access Request. Your request was received on [date] and, unless there are grounds for extending the usual deadline of one month, we expect to be able to give you a response by [date].

I will be responsible for overseeing the response to your request …

\*\* END OF FREE PREVIEW \*\*

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