**COVER LETTER TO PORTABILITY RESPONSE**

\*\* FREE PREVIEW VERSION \*\*

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Dear [name],

**Your request under the General Data Protection Regulation ("GDPR")**

Thank you for your recent request under the GDPR.

We understand that your request [reference number] relates to your rights under Article 20 of the GDPR to obtain details of the personal data concerning you which we hold, and which you have provided to us.

You will soon receive [device] in the post …

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

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