**Response to Data Subject Access Request**

\*\* FREE PREVIEW VERSION \*\*

[ADDRESSEE]

[ADDRESS]

[POSTCODE]

[DATE] / [EMAIL ADDRESS]

Dear [Name],

**Access request [reference number] relating to [Name]**

We are writing further to our earlier correspondence with you, in which you requested access to personal data relating to you under …

**The scope of the request**

Your letter of [date] requested the following information: [information].

**Locating your personal data**

We have carried out a reasonable and proportionate search of all relevant electronic and manual records held by us or on …

**Personal data of which you are the data subject**

…

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

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