[ON COMPANY NOTEPAPER / EMAIL]

<Name & Address>

By Email to ‘<insert email address>’

<date>

Dear <Name>,

Re: Data Access Request

I am writing to acknowledge receipt of your data request dated <date>.

Your request was received on <date> and, unless there are grounds for extending the deadline of one calendar month, we expect to be able to give you a response by <date + 1 calendar month>].

Yours sincerely,