

[Name and address of the organisation]

[Your name and full postal address]

[Your contact number]

[Your email address]

[The date]

Dear Rod Bowen,

**Subject access request**

[Include your full name and other relevant details to help identify you].

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, held in:

[Give specific details of where to search for the personal data you want, for example:

- my client files;
- emails between 'person A' and 'person B' (from *date* to *date*)
- financial statements (between *date* and *date*).

If you need any more information, please let me know as soon as possible.

[Please state whether you would prefer to receive the data in a particular electronic format, or printed out].

Yours faithfully,

[Signature]