MONACO SOLICITORS

monacosolicitors.co.uk

0800 533 5134 or 020 7717 5259

Dear Sir or Madam

**Free Legal Letters and Documents: Templates and Examples**

Many thanks for visiting Monaco Solicitors’ website. We attach copy of the document that you asked for and hope you will find it useful.

If we can be of any further help, please do get in touch by ‘phone or via our website.

Yours faithfully

Monaco Solicitors

[Your address]

[Your phone number]

[Date]

[Employer name]

[Employer Address]

Dear Sir or Madam

**Subject access request**

[Your full name and any other details to help identify you and the information you want.]

Please supply the following information about me that I am entitled to under the General Data Protection Regulation (GDPR) 2018 relating to: [give specific details of the information you want]

* my personnel file;
* emails between [Name] and [Name] (between [Date] and [Date]);
* my medical records (between [Year] & [Year]) held by Dr [Name] at [Hospital Name] hospital;
* CCTV camera situated at ([Location name] location) on [Date] between [Time] and [Time];
* copies of statements (between [Year] & [Year]) held in account number [Account number]).

If you need any more information from me, or a fee, please let me know as soon as possible.

For your information, a response to a subject access request made under the General Data Protection Regulation (2018) must be made as soon as possible and no later than one calendar month.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner’s Office can assist you and can be contacted on 0303 123 1113 or at [ico.org.uk](https://ico.org.uk/)

Yours faithfully

[Signature]