

To:

From:

Date:

Dear Sir or Madam

Subject access request

I/We of the following address.....

.....

Request that you supply all information, documentation and communication that I/we am/are entitled to under the Data Protection Act 1998 relating to myself/us and my/our tenancy on the above property, this request relates to all files for the period from the date of and up to the date of delivery of this SAR. For the avoidance of doubt, the phrase "documentation and communication" includes letters, emails, handwritten notes, picture images and transcripts/recordings of telephone calls. This should be in its entirety with any correspondence in which I/we am/are named even if not addressed to me/us.

If you withhold any information please confirm this and state why you consider it to be appropriate to do so.

A fee of £10 is enclosed

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 www.ico.gov.uk

If there is anything you would like to discuss, please either write to the above address or email me/us at:

Yours faithfully