

UK subject access request letter template

Before sending: replace every placeholder in double curly braces with your information, then review the complete letter. Leave an optional field blank only when it does not apply.

Fields to complete

Your full name (Required)

{{sender_name}}

Example: Riley Patel Hint: Use the name the organisation is likely to have on its records.

Former name, if relevant (Optional)

{{former_name}}

Example: Formerly Riley Shah Hint: Add a former name only when it helps the organisation find your records.

Your address (Required)

{{sender_address}}

Example: 7 Larch Road, Leeds LS6 2QF Hint: Use the address you want printed in the letter. Add it again in the sender address section so the letter and envelope match.

Email address and phone number (Required)

{{email_and_phone}}

Example: riley.patel@example.com, 07700 900123 Hint: Give a practical way for the organisation to ask a focused identity or clarification question.

Date you send the request (Required)

{{date_sent}}

Example: 27 August 2026 Hint: Keep the dated request and proof of when the organisation received it.

Organisation name (Required)

{{organisation_name}}

Example: Example Services Ltd Hint: Use the name shown in the organisation's privacy notice or correspondence.

Privacy or SAR contact (Required)

{{organisation_contact}}

Example: Data Protection Officer, 10 Market Street, London EC2A 4BX Hint: Use the current address or email in the organisation's privacy notice or SAR process.

Account, employee, customer, or case reference (Required)

{{account_or_case_reference}}

Example: Customer 510284 Hint: Include a reference that helps the organisation identify your records. If you have none, write “No reference available”.

Personal information requested (Required)

{{personal_information_requested}}

Example: my account notes, support calls, emails about my complaint, and the personal data used to make the decision Hint: Name the records you want, such as account notes, messages, or a defined set of files.

Relevant dates, people, accounts, or systems (Required)

{{date_range_and_search_details}}

Example: 1 January to 31 July 2026, the support team, and complaint case 7842 Hint: Specific dates and references help the organisation find useful records.

Preferred response format (Required)

{{preferred_format}}

Example: an electronic copy by email or secure download Hint: Ask for a commonly used format that you can open and read.

Accessibility requirements (Required)

{{accessibility_requirements}}

Example: None Hint: If none, write “None”. Otherwise explain the format or adjustment you need.

Subject

Subject access request: {{sender_name}}, reference {{account_or_case_reference}}

Letter body

{{sender_name}}

{{former_name}}

{{sender_address}}

{{email_and_phone}}

{{date_sent}}

{{organisation_name}}

{{organisation_contact}}

Subject access request: {{sender_name}}, reference {{account_or_case_reference}}

Dear data protection team,

I am making a subject access request for a copy of the personal information your organisation holds about me.

Please search for: {{personal_information_requested}}. The relevant dates, people, accounts, or systems are: {{date_range_and_search_details}}. My identifying reference is {{account_or_case_reference}}.

Please also provide the supplementary information that accompanies a right of access response, including the purposes and categories of processing, recipients, retention period, source, my rights to rectification, erasure, restriction and objection, any automated decision-making, relevant safeguards, and how I can complain to the ICO, where applicable.

Please provide the response in {{preferred_format}}. My accessibility requirements are: {{accessibility_requirements}}.

If you need reasonable information to confirm my identity or clarify this request, please contact me promptly and explain what you need. Please confirm receipt of this request and tell me if you need anything further.

Yours faithfully,

{{sender_name}}