[*Your full name*]

[*Your full address*]

[*Date*]

[*Name and address of the organisation*]  
[*Information allowing the organisation to identify you, such as reference or account number*]

Dear [*Sir or Madam / name of person you are in contact with*],

**Concerns regarding the collection / use / disclosure [*Delete as applicable*] of personal data**

1. **I have some concerns about your organisations’ policies and practices relating to personal data. I would appreciate your reply on the following:**
2. [*Explain what has happened*].
3. [*Explain the effect that the organisation’s actions have had on you*].
4. [*Explain the steps that you expect the organisation to take to better protect your personal data*].
5. Please provide me with your response within 14 days from the date of this letter. Please let me know as soon as possible if you are unable to respond within that period.
6. If you have any queries, please contact me at [*insert telephone number / email address / postal address*].

Yours sincerely,

[*Signature*]

[*Full Name*]