

[Your full address]

[Phone number]

[The date]

Greengrass Commercial Ltd
7 Brooklands Rise
Brantham
Manningtree
Essex
CO11 1TU

E-mail: info@greengrassltd.com

Dear Sir or Madam

SUBJECT ACCESS REQUEST

Title: Surname: First Name:

Email Address:

Home Address:

Postcode:

Please supply the information about me to which I am entitled, under the General Data Protection Regulation, relating to:

[give specific details of the information you want, for example:

- *Personal data about me held by the Company*
- *;*
- *time frames, dates, names or types of documents, any file reference and any other information that may enable the Company to locate your data, for example: for emails, the names of senders and recipients and approximate dates];*

I understand that proof of identification is required to ensure that the personal information requested is provided to the right person. I enclose two forms of ID as proof of identification:

- *[one with name identification (e.g. Driving Licence, Passport or Birth Certificate), and*
- *one with a form of address identification dated in the last three months].*

Yours faithfully

[Signature]

Note: Company is not charging a fee for the Subject Access Request and will aim to provide the information within 30 calendar days.