

[Your full name and
Address]
[Phone number]
[Date]

Catherine Simmons
Charles Tennant & Co (NI) Ltd
9 Airport Road West
Belfast
BT3 9ED

Dear Catherine

Subject access request

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

- [Please provide details]
- [Please provide details]
- [Please provide details]

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

It may be helpful for you to know that a request for information under the General Data Protection Regulation should be responded to within one 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

Yours sincerely

Sign here

[Print name here]