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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[AGENCY’S NAME]

[AGENCY’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [AGENCY’S NAME]

**RE: REQUEST FOR PERSONAL INFORMATION**

I am writing to request a copy of the personal information that your agency holds on me.

The information I am seeking is as follows:

[EXPLAIN WHAT INFORMATION YOU WANT PROVIDED – INCLUDE REFERENCES TO FACTS THAT HELP IDENTIFY THE INFORMATION, LIKE DATES OR LOCATIONS].

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]