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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
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*WHEN TO USE THIS LETTER:*Use this letter to ask for personal information about you from an agency. An agency is any person or organisation. Public sector agencies must provide this information free of charge. Private sector agencies may charge for this information. |

[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]