

<<Insert Address>>
<<Insert Address>>
<<Insert Address>>
<<Insert Postcode>>

<<Insert Phone number>>

<<Insert Date>>

Compliance Hub
The Crofting Commission
Great Glen House
Leachkin Road
Inverness
IV3 8NW

Dear Sir or Madam

SUBJECT ACCESS REQUEST

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

<<give specific details of the information you want e.g. emails between 'A' and 'B' (between 01/06/11 and 01/09/11)>>

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

Yours faithfully

<<Insert Signature>>

<<Insert Full Name>>

Enclosure:

☐ Copy of driving licence/birth certificate/passport*

(*delete as appropriate)