**Letter asking an employee to provide proof of identity relating to subject access request (GDPR compliant)**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Subject access request**

I am writing in response to your letter of *[insert date]* which contains a request for the disclosure of information that the Company holds on you.

I would be grateful if you could forward information to us that confirms your identity before we take action to comply with your request. You can do this by providing a copy of your passport or driving licence to *[insert name, insert position]*.

Once we have received this information from you, we will seek to deal with your request without delay and within one month of receipt of the information we have requested confirming your identity.

If you wish to discuss this matter further please contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*