**IMPORTANT! PLEASE READ THEN DELETE THIS PAGE**

This is a template letter for guidance.  You need to add your details and where appropriate change the letter to suit your particular circumstances.

Once you’ve made changes, always print it out and read through to check it makes sense to the recipient.

**HOW IT WORKS:   
  
[BLUE BRACKETS]:** Put your specific info here, then delete the instructions (and change the text colour)  
 **[RED BRACKETS]:** Just for info, after you’ve read **ENSURE YOU DELETE**

*Now delete this page so your letter starts from the name and address section below*

**[insert your name**

**and address]**

**[insert date]**

**[insert name and**

**address of bank]**

Dear Sir or Madam,

**Ref: Subject Access Request**

**Account number: [insert the number of any accounts you are writing to reclaim from]**

I am writing to request that you forward me a copy of all data held by your organisation about me for both current and closed accounts. This should include, but not be limited to all transaction lists, agreements, notes made on my account and copies of letters relating to my account.

**[USE THIS SENTENCE IF RELEVANT OR DELETE]**

As well as my current address, previous addresses that may have been attached to this account include: **[enter details of any previous addresses you have had whilst being a customer of this bank]**.

I look forward to your response within 40 days, as **[insert name of bank]** is obliged to reply within this time under the Data Protection Act**.** I enclose the statutory maximum fee of €6.35.

Yours faithfully,

**[insert your signature]**

**[insert your name (printed)]**