



GOLF Terminal, 183 Thornton Road, Bradford, West Yorkshire, BD1 2JD

Tel: +44 (0)1274 676057 Email: neil@andante-frt.co.uk Fax: +44 (0)1274 676496

<<insert recipient name>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert recipient name>>,

Acknowledgement of Data Subject Access Request [Ref: <<insert number>>]

I am writing to confirm our receipt of your subject access request by <<insert means of communication>>, received on <<insert date>>. Your request has been assigned the following reference. Please quote this in future correspondence: <<insert number>>.]

Andante Freight Limited will respond to your request as soon as possible and, at the latest, within one month of receipt.

OR

In order to respond to your request, **Andante Freight Limited** requires the following additional information from you: <<describe information required>> and in order to respond to your request, Andante Freight Limited requires proof of your identity. Acceptable forms of identity include passport or driving licence and a current utility bill.

Please send the above information to contact details on the access request form as soon as possible so that we can respond to your request. The one-month period within which we are required to respond to your request will not start to run until we receive the requested information from you.

Please do not hesitate to contact Neil Ward, Finance Director and Data Protection Officer

Email : neil@andante-frt.co.uk

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if you have any questions.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Neil Ward".

Neil Ward, Finance Director and Data Protection Officer
For and on behalf of Andante Freight Limited