



Date: {insert date}

Name: {Insert name}

Address: {Address 1}
{Town}
{County}
{Post code}

RE: Removal of personal data request

Dear {Insert company name},

I am writing to you to request that you remove all of the personal data that you hold on me and any other names at the above address.

Under article 6(a) of the GDPR 2016 Regulation, I wish to remove my consent for you to hold all of the information that you hold about me or anyone else at the above address with immediate effect.

Thank you for taking the time to read this letter and I trust that you will act accordingly and I will no longer receive mailings, phone calls or emails from {insert company name} and its affiliates.

Yours sincerely

Signed: _____

Name: _____