

Citrus Signs Ltd
Unit 1 The Woodshed
Court Farm
West Ciltington Lane
Coneyhurst, Billingshurst
West Sussex
RH14 9DL

[Your Full Address]
[Phone Number]
[Date]

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to: [give specific details of the information you want, for example:]

- User training record;
- User account information;

If you need any more information from me, or a fee, please let me know as soon as possible. It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully

[Signature]