<<Insert Address>>

<<Insert Address>>

<<Insert Address>>

<<Insert Postcode>>

**<<**Insert Phone number**>>**

**<<**Insert Date**>>**

Compliance Hub

The Crofting Commission

Great Glen House

Leachkin Road

Inverness

IV3 8NW

Dear Sir or Madam

**SUBJECT ACCESS REQUEST**

Please supply the information about me I am entitled to under Data Protection law relating to:

**<<**give specific details of the information you want e.g. emails between ‘A’ and ‘B’ (between 01/06/11 and 01/09/11)**>>**

If you need any more information from me, please let me know as soon as possible.

Yours faithfully

**<<**Insert Signature**>>**

**<<**Insert Full Name**>>**

Enclosure:

Copy of driving licence/birth certificate/passport\*

*(\*delete as appropriate)*