

Request for Confirmation of Authority

Comment [EUA1]: Use this document
[Redacted comment text]

[ADDRESSEE]

[ADDRESS]

[POSTCODE] / [EMAIL ADDRESS]

[DATE]

Comment [EUA2]: Please insert the
[Redacted comment text]

Dear [Name],

Comment [EUA3]: Please insert the
[Redacted comment text]

Your request under the General Data Protection Regulation ("GDPR")

[Redacted text]

Comment [EUA4]: Insert the name of
the data subject on whose behalf the
request was sent.

[Redacted text]

disclose any individual's personal data unless the instructions are verified as originating from that individual or by a third party properly authorised on their behalf. As we have not been able to verify the authority from the information you have provided to your request letter, please provide us with one of the following to allow us to proceed with the request:

- a satisfactory form of authority signed by the data subject accompanied by a photocopy of the data subject's passport, or driving licence, or other national identity card or
- evidence of a general power of attorney with respect to the data subject.

Once we have received satisfactory proof of identity, we will proceed with your request. If, however, you have any questions or concerns relating to this letter, please do not hesitate to contact us.

Yours sincerely,

Signed

Comment [EUA5]: This letter can be
[Redacted comment text]

[Redacted signature area]

Comment [EUA6]: Please insert the
[Redacted comment text]

Comment [EUA7]: Please insert the
name of your company here.