[Your full address]

[Phone number]

[The date]

[Name and address of the organisation]  
[Reference number (if provided within the initial response)]

Dear [Sir or Madam / name of the person you have been in contact with]

**Right to erasure**

[Your full name and address and any other details such as account number to help identify you]

I wish to exercise my right of erasure under data protection law.

[Give details of what personal data you want erased/deleted.]

You can find guidance on your obligations under information rights legislation on the website of the Information Commissioner’s Office ([www.ico.org.uk](https://ico.org.uk/)) as well as information on their regulatory powers and the action they can take.

Please send a full response within one calendar month confirming if you will comply with my request. If you cannot respond within that timescale, please tell me when you will be able to respond.

If there is anything you would like to discuss, please contact me.

Yours faithfully  
[Signature]