[Name and address of the organisation]

[Your name and full postal address]

[Your contact number]

[Your email address]

[The date]

Dear Sir or Madam

**Subject access request**

My name is [insert name] and I purchased a Mercedes-Benz vehicle from you with the registration plate [insert registration plate number] in [insert year].

Please supply the personal data you hold about me, which I am entitled to receive under data protection law, which should include, but is not limited to:

* purchase documents, including my purchase contract, relating to the purchase of the above vehicle;
* invoices relating to the purchase of the above vehicle;
* receipts relating to the purchase of the above vehicle.

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

Please can I have this data provided to me in an electronic format.

It may be helpful for you to know that data protection law requires you to respond to a request for personal data within one calendar month. It may also be helpful for you to know that data protection law requires you to provide the requested information free of charge.

If you do not normally deal with these requests, please pass this letter to your data protection officer or relevant staff member.

If you need advice on dealing with this request, the Information Commissioner’s Office can assist you. Its website is ico.org.uk, or it can be contacted on 0303 123 1113.

Yours faithfully

[Signature]

[Name]