[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 [have/had] a finance agreement with your company which started in [insert year] relating to a Mercedes-Benz vehicle with the registration plate [insert registration plate number].

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:

* my personal file;
* my finance agreement [insert agreement number if known];
* annual statements relating to my finance agreement;
* all correspondence relating to my finance agreement.

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]