[NAME AND ADDRESS OF GP PRACTICE]

For the attention: Practice Manager

DATE

Dear Madam

**Subject Access Request**

**RE: - NAME DOB 00/00/00 ADDRESS**

Please supply the personal data you hold about me, which I am entitled to receive, free of charge (as I have not requested such information previously), under data protection law.

I would like all correspondence including consultation notes, letters, blood test results and any other information held on my medical records from (date range or all medical records).

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

I would prefer to receive the information in printed format and are happy to collect or alternatively you can send via secure delivery.

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.

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

Yours sincerely,

Your Name

Contact number