

<<Insert Full Address>>
<<Insert Phone number>>

<<Insert Date>>

Scottish Land Commission
Longman House
28 Longman Road
Inverness
IV1 1SF

Dear Sir or Madam

SUBJECT ACCESS REQUEST

Please supply the information about me I am entitled to under Data Protection law relating to:

<<give specific details of the information you want e.g. emails between 'A' and 'B' (between 03/04/2017 and 08/06/2017)>>

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

Yours faithfully

<<Insert Signature>>

<<Insert Full Name>>

Enclosure:

Copy of driving license/birth certificate/passport*

(*delete as appropriate)