

Dear Sir/Madam

Data Protection Act 1998 request - property factors' account for: [insert your name, property address and any factor's reference number]

Please send me the information which I am entitled to access under Section 7(1) of the Data Protection Act 1998 (the '1998 Act') in relation to all charges and administration fees which you have applied to my above noted account within the last five years from the date of this letter.

If you require any further information please let me know as soon as possible.

I enclose a cheque in favour of your company in the sum of £10 with respect to the maximum statutory fee for processing this request.

I look forward to your response within the maximum 40 day timelimit under the 1998 Act.

Yours sincerely

(signed)