

Data Subject Rights Acknowledgment

Date: [Insert Date]

Subject: Acknowledgment of Data Subject Rights Request

Dear [Data Subject's Name],

We acknowledge receipt of your request regarding your rights under [specify applicable data protection legislation, e.g., GDPR]. Your request was received on [Insert Date of Request].

We take your privacy seriously and will process your request in accordance with relevant laws and our internal policies. Your rights include the following:

- The right to access your personal data.
- The right to rectification of inaccurate data.
- The right to erasure of your personal data.
- The right to restrict processing of your personal data.
- The right to data portability.
- The right to object to processing.

We will further review your request and provide a response within the statutory time frame, which is [insert timeframe based on legislation]. If you have any further questions, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]