|  |  |  |
| --- | --- | --- |
| **Our ref** | **:** |  |
| **Your ref** | **:** |  |
| **Date** | **:** |  |

INSERT

ADDRESS

HERE

Dear [                  ]

We are sorry to receive your request for the right to be forgotten and for your personal details to be removed.

We will delete as much as we can of the details we hold, but some information cannot be deleted completely as it is still necessary for the purpose for which it was collected, such as the need to retain certain purchasing and ownership details for safety and/or warranty purposes.  However, please be assured that any information we retain will be frozen on our system and no processing which was based on your consent will continue.

We would be very pleased to welcome you back as a customer at any time should you wish to be in touch with us again at some stage in the future.

Kind regards