

Email:FOI@kai-young.co.uk

Subject: Information Request - [Your Name]

### Information Request

Dear Kai-Young.co.uk Team,

I hope this email finds you well. My name is [Your Name], and I am writing to request specific information in accordance with the applicable laws and regulations regarding data privacy and access to information.

#### Request Details:

- **Full Name:** [Your Full Name]
- **Email Address:** [Your Email Address]
- **Contact Number:** [Your Contact Number]
- **Preferred Contact Method:** [Email/Phone]
- **Request Type:** [Please specify: Personal Data Request/Information Disclosure Request]
- **Additional Information:** [Provide any additional context or details that might help identify your data or information]

I understand that, as the data controller and operator of the kai-young.co.uk website, you are committed to maintaining the highest standards of data privacy and protection. Therefore, I kindly request your assistance in providing the following information, if applicable:

[Specify the type of information or data you are requesting. For example: "I would like to request access to the personal data that you have collected and stored about me on your website."]

Please note that I am seeking information solely for my own use and reference. To ensure the authenticity of this request, I have provided the necessary personal information above. If you require any further verification or documentation from my end, please let me know promptly.

I understand that there might be a processing time for fulfilling this request, and I would appreciate it if you could inform me of the estimated timeline for receiving the requested information.

Thank you for your attention to this matter. I look forward to a timely response from your team. Should you require any clarification or additional information, please do not hesitate to contact me using the details provided above.

Yours sincerely,

[Your Full Name] - [Your Contact Number] - [Your Email Address]

**Note:** This template serves as a starting point for creating your information request email. Please ensure that you customize it according to your specific request and contact details. Additionally, make sure to refer to the kai-young.co.uk website's official information request process and guidelines to ensure compliance with our procedures. This document was produced in 2023 and so may not be compliant with all current requirements. You may be asked to provide extra information and details as is seen fit to authorize or identify you and your request.