

South London and Maudsley 
NHS Foundation Trust

Information Governance Office
Data Protection Office
Maudsley Hospital
Denmark Hill
London SE5 8AZ
Telephone: 020 3228 5174
Email: dataprotectionoffice@slam.nhs.uk

Dear Mr/Mrs/Dr/Ms

Address here

PRIVATE AND CONFIDENTIAL

Insert date here

Dear title and requester's surname

Re: insert appropriate subject matter here

I am writing to acknowledge receipt of your request for access to records received on (insert date here). Your request has been sent to the appropriate health professional/ Clinical team to provide the records to you by (insert deadline date here)

If you have any queries, email or ring our office.

Yours sincerely,

Name of case officer
Job title of case officer.